

**From:** [Feune, David](#)  
**To:** [All District Employees](#)  
**Subject:** Fwd: Professional Development Academy Workshops: Week of February 4-February 8  
**Date:** Monday, February 4, 2019 7:56:13 AM

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**PROFESSIONAL DEVELOPMENT ACADEMY WORKSHOPS**  
***WEEK OF February 4 – February 8, 2019***

**Managers & Supervisors Series – (open to all staff)**

**Empowering and Delegating**

One of the most important tools required for successful teamwork and leadership is the ability to Empower and Delegate to others. Each involves managers entrusting employees to take on important roles in the organization. This workshop will provide information reflecting the Situational Leadership model of: Directing, Coaching, Supporting and Delegating. This will equip you with the right resources moving forward to become a more effective manager and team lead in the area of Empowerment and Delegation.

Feb 5, 2019 09:00 AM - 11:30 AM

**Instructor:** [Jackie Welch](#)

**Location:** CSM 16-208

**Strategic Planning for Success**

Most organizations today operate with a Strategic Plan. The strategic process is really focused on getting from Point A (Current State) to Point B (The Desired State) more effectively and efficiently, all while enjoying the learning journey. This workshop will cover key 4 areas regarding Strategic Planning: 1) Determine Position, 2) Develop Strategy, 3) Build the Plan, and 4) Manage Performance. Because no one organization is alike, having a good strategy with key milestones and check-ins dictates “how” you navigate the journey you have selected, thus ensuring an effective execution.

Feb 6, 2019 09:00 AM - 11:30 AM

**Instructor:** [Jackie Welch](#)

**Location:** Cañada 6-103

**Computer Training Series**

### **MS Excel: Advanced**

This advanced Excel workshop will provide training on database management; data sorting and selecting; data filtering and advanced filtering; creating and editing pivot tables; data validation; and an introduction to macros. Final content to be customized based on responses to a survey to be filled in by class attendees. Prerequisites: Attendees must be comfortable with and have substantial experience working with data and formulas in Excel.

Feb 7, 2019 09:00 AM - 12:00 PM

**Instructor:** [Hilda Sendyk](#)

**Location:** Cañada 9-206

### **Staff Development Series**

*No workshops this week.*

**See below for registration instructions and links, and be sure to sign up for other upcoming workshops!**

#### REGISTER TODAY: ***Quick Start Instructions***

- View and register for available workshops:  
<https://workshops.college.technology/public/smcpda/workshops>
- First time registrants, register for an account here:  
<https://workshops.college.technology/public/smcpda/register>
  - o After you complete the registration form, an activation email will be sent to you. Please click the link in the activation email to verify your identity. *If you do not see an email in your inbox, please check your junk mail folders.*
- Add registered workshops to your calendar by selecting the yellow “Add to Calendar” button.
- Add or cancel a registration by yourself. Simply login to the PDA workshop system and make your changes up to 1 hour\* before the start of a workshop.
- For late additions simply go the workshop and add your name to the sign in sheet.
- For late cancellations, simply email Jonathan Bissell at [bissellj@smccd.edu](mailto:bissellj@smccd.edu).

Thank you,

Laura Brugioni

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**Operations Manager**

**Community, Continuing and Corporate Education (CCCE)**

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