



Center for Academic & Professional Excellence

CAPE Activities for Fall 2009

Press **Ctrl+Click** on any session listed below to see a detailed description, date, time, and campus where each session is offered. Press **Ctrl+Home** to return to top of document. Email CAPE@csn.edu to register.

September 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 NEATS – Eval. Empl. Performance HN Angel Open Lab	2 NEATS – Interviewing & Hiring NEATS – Handling Grievances CY Angel Open Lab	3 NEATS – Progressive Discipl. Proc. NEATS – Alcohol & Drug Testing CH Angel Open Lab	4 CH Angel Open Lab
7 LABOR DAY	8 CY Angel Open Lab	9 CH Angel Open Lab	10 HN Angel Open Lab	11 Faculty Senate CY CH Preparing Assessment Plans
14	15 CH Angel Open Lab	16 CY Angel Open Lab CY Noel-Levitz Customer Service I CH Search Committee Training	17 CY Reducing Injury & Illness on the Job CH Angel Open Lab CH Sexual Harassment Prevention Refresher (3 sessions)	18 HN Angel Open Lab CH Sexual Harassment Prevention Refresher
21 HN Angel Basics	22 CH Techie Tuesday CY Angel Basics CH Sitebuilder I	23 CH Angel Basics CY Noel-Levitz Customer Service II CH Search Committee Chair Training CH Sitebuilder II	24 CH SIS CH Angel Agents CH Angel Discussions/Tips CY Sexual Harassment Prevention Refresher (3 sessions) CY Leadership Training CLOSED	25 CH Hazard Communication CH Converting Internet Movies for PowerPoint Classroom Use CY Sexual Harassment Prevention
28 CY Angel Users	29 CY SIS CY Techie Tuesday HN Angel Users	30 CY Noel-Levitz Customer Service III		



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October 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
			1 CH Angel Users CH Sexual Harassment Prevention Refresher (3 sessions) CY Leadership Training CLOSED	2 Faculty Senate HN CH Grant Research Workshop CH Active Teaching and Learning HN Sexual Harassment Prevention Refresher
5 CH New Employee Orientation	6	7 CH Emotional Intelligence CH Dreamweaver	8 CY Bloodborne Pathogen Awareness CY Computer & Workstation Ergonomics HN SIS CH Planning for Retirement CY Leadership Training CLOSED	9 CY Future of Angel CY Angel ePortfolio CH Oh No! Not Another Meeting CY Mindfulness Meditation
12	13 HN Reducing Injury & Illness on the Job	14	15 HN PowerPoint – Your 1st Creation HN PowerPoint - Insert Animations, Transitions, Diagrams & Charts HN PowerPoint - Adding Pictures, Sound and Videos CY Leadership Training CLOSED	16 Joint Academic Council ACE/OWHE Women’s Conference CH PowerPoint – Your 1st Creation CH PowerPoint – Insert Animations, Transitions, Diagrams & Charts CH PowerPoint – Adding Pictures, Sound and Videos
19 NEATS – Eval. Empl.Performance	20 NEATS – Interviewing & Hiring NEATS – Handling Grievances HN Techie Tuesday	21 CY Classified/Admin In-service NEATS – Progressive Discipl. Proc. NEATS – Alcohol & Drug Testing CH Search Committee Training	22 CH Classified/Admin In-service CY Leadership Training CLOSED	23 CH Future of Angel CH Angel ePortfolio CH Laboratory Safety CY Sexual Harassment Prevention Refresher
26 HN Wimba Live Classroom	27 CY Techie Tuesday CH Wimba Live Classroom	28 CY Ethics in the Workplace CH Search Committee Chair Training CY Wimba Live Classroom	29 HN Teambuilding –Student Affairs	30 NEVADA DAY

Campus Locations: CH –Charleston CY – Cheyenne HN – Henderson



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November 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
2 	3 CH Bloodborne Pathogen Awareness CH Comp. & Workstation Ergonom.	4 CY Hazard Communication	5 CY PowerPoint – Your 1st Creation CY PowerPoint - Insert Animations, Transitions, Diagrams & Charts CY PowerPoint - Adding Pictures, Sound and Videos	6 Faculty Senate CH CY The Importance of Recognition CY Dreamweaver
9 CH New Employee Orientation	10	11 Veteran’s Day	12 CY Sexual Harassment Prevention Refresher (3 sessions) CY Sitebuilder I	13 CH Got Millennial? Cell Phone Tech. in the Classroom HN Future of Angel HN Angel ePortfolio HN Ethics in the Workplace HN Sexual Harassment Prevention CY Sitebuilder II CH Lunchtime Meditation
16 NEATS – Eval Employee Performance	17 NEATS – Interviewing & Hiring NEATS – Handling Grievances CH Techie Tuesday	18 Joint Academic Council NEATS – Progressive Discipl. Proc NEATS – Alcohol & Drug Testing CH Reducing Injury & Ill on the Job CH Noel-Levitz Customer Service I CH Search Committee Chair Training	19 CY Emotional Intelligence CH Sexual Harassment Prevention Refresher (3 sessions)	20 CH Twitter CH Sexual Harassment Prevention CH I>Clicker
23	24 HN Techie Tuesday	25 CH Noel-Levitz Customer Service II	26 Thanksgiving Day	27 Thanksgiving Holiday
30				



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December 2009				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 CY Techie Tuesday	2 CH Noel-Levitz Customer Service III	3 CH Email Etiquette CY Sexual Harassment Prevention Refresher (3 sessions)	4 CH CSN's New Course Card Web Presence HN Sexual Harassment Prevention Refresher
7	8 CH Techie Tuesday	9	10 CH Ethics in the Workplace CH Sexual Harassment Prevention Refresher (3 sessions)	11 Faculty Senate CY CH Sexual Harassment Prevention Refresher
← Finals Week →				
14 CH New Employee Orientation	15	16	17 CY Sexual Harassment Prevention Refresher (3 sessions)	18 CY Sexual Harassment Prevention Refresher
21	22	23	24	25 Christmas Day
← Winter Break →				
28	29	30	31	January 1 New Year's Day
← Winter Break →				

How to Register

All faculty and staff including part-time instructors and student workers are eligible to take CAPE workshops free of charge.

You can register by sending an e-mail to CAPE@csn.edu

When registering please include the following information:

- Your name
- E-mail address
- Workshop and date you wish to attend

Registration Confirmation:

- Upon receipt of your e-mail you will receive an e-mail confirmation of your registration.
- Please add the workshop information to your calendar with a reminder.

Cancellations:

- If you enroll and cannot attend, we ask that you notify us as soon as possible because seating is limited for selected workshops. You can cancel by sending an e-mail to CAPE@csn.edu

If you have any questions about registration please contact:

- Jann Carson, Specialist
jann.carson@csn.edu
Mail Stop W32E
Phone: 651-7521
Fax: 651-5084

Thomas Scott, Manager of Faculty Professional Development, is available for one-on-one assistance related to pedagogy or teaching technologies. E-mail him with your request: thomas.scott@csn.edu

The CAPE team would like to extend our special thanks to those who contribute their time and talents to support professional development at CSN.

For special accommodations or services for any of these sessions, please contact the Disability Resource Center at 651-4045.

Angel - Open Lab

Vartouhi Asherian, Terry Norris, Livia Sa, Thomas Scott, Nancy Webb

Tuesday, Sep. 1	9:00 a.m. – 3:00 p.m.	HN C-122
Wednesday, Sep. 2	9:00 a.m. – 2:00 p.m.	CY 2661
Thursday, Sep. 3	5:30 – 6:45 p.m.	CH I-101
Friday, Sep. 4	9:30 a.m. – 3:30 p.m.	CH I-101
Tuesday, Sep. 8	9:00 a.m. – 2:00 p.m.	CY 2660
Wednesday, Sep. 9	9:00 a.m. – 2:30 p.m.	CH I-101
Thursday, Sep. 10	9:00 a.m. – 3:00 p.m.	HN C-117
Tuesday, Sep. 15	5:30 – 6:45 p.m.	CH I-101
Wednesday, Sep. 16	9:00 a.m. – 2:00 p.m.	CY 2661
Thursday, Sep. 17	5:30 – 6:45 p.m.	CH I-101
Friday, Sep. 18	9:00 a.m. – 1:30 p.m.	HN C-117

The Angel Open Lab sessions provide instructors the opportunity to develop or perfect their content with the assistance of capable trainers to answer questions and troubleshoot any problems. Registration is not required. Feel free to drop in and get the help you need.

Angel Users

Vartouhi Asherian, Terry Norris, Nancy Webb

Monday, Sep. 28	9:00 – 10:30 a.m.	CY 2661
Tuesday, Sep. 29	11:00 a.m. – 12:30 p.m.	HN C-122
Thursday, Oct. 1	5:30 – 7:00 p.m.	CH I-101

In this session, we will cover Assessments, Grade Book, Assignments, Discussions, Teams and LOR

CSN's New Course Card Web Presence

Terry Norris, Whitney Kilgore

Friday, Dec. 4	10:00 – 11:30 a.m.	CH H-107
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CSN is developing a new web presence where faculty will be able to enter information about their courses to provide information to students outside of the course. Come and learn how the new system works and when it will be launched.

Dreamweaver

Taylor Gray

Wednesday, Oct. 7	1:00 – 3:00 p.m.	CH C-115
Friday, Nov. 6	9:00 – 11:00 a.m.	CY 2769

Dreamweaver is a powerful web page development tool. After learning how to work in the Dreamweaver workspace, you will create a simple web page using the page properties dialog to format tables and graphical elements for layout. You will be able to understand the tools in the common ribbon, insert images and links onto pages, and understand the usage of alternate text for images and objects. You will also be introduced to cascading style sheets (CSS).

Microsoft PowerPoint 2007 – Add Pictures, Sound, and Video

Thomas Scott

Thursday, Oct. 15	2:00 – 3:30 p.m.	HN C-117
Friday, Oct. 16	2:00 – 3:30 p.m.	CH C-115
Thursday, Nov. 5	2:00 – 3:30 p.m.	CY 2769

In order to make your PowerPoint's more effective it is important to be able to add pictures, sounds and videos to your presentations.

This workshop will cover:

- arts & Web Based photos) Adding pictures (Clip
- transitions Adding sound to
- embedding videos to slides. Linking and

Site Builder I - for Web Content Providers

Taylor Gray

Tuesday, Sep. 22	9:00 – 11:00 a.m.	CH C-115
Thursday, Nov. 12	1:00 – 3:00 p.m.	CY 2769

This workshop is designed for the designated web content providers in every school or department within the College. Whether you have already taken this training or not, please plan to attend at least one of these sessions.

Site Builder II – Designing Content

Charlene Carl & Taylor Gray

Wednesday, Sep. 23	9:00 – 11:00 a.m.	CH C-115
Friday, Nov. 13	1:00 – 3:00 p.m.	CY 2769

This workshop provides the opportunity to work with and explore Site Builder in an advanced format to design more advanced pages using the elements learned during the first Site Builder course. It will also address best practices within the content management system (CMS), organizing files, compatibility issues, and the use of photographs and graphic artwork as basic design elements.

Prerequisite: Site Builder I for Web Content Providers.

Student Information System (SIS)

Laura Yavitz

Thursday, Sep. 24	9:00 – 11:00 a.m.	CH C-115
Tuesday, Sep. 29	9:00 – 11:00 a.m.	CY 2769
Thursday, Oct. 8	9:00 – 11:00 a.m.	HN C-117

The Student Information System (SIS) is used to look up enrollment information, instructional assignments, and students' academic profiles. This workshop is available for faculty, classified, and professional employees.

Techie Tuesdays – Technology Drop-In Lab

Thomas Scott, Linda Chapman

Tuesday, Sep. 22	Noon – 3:00 p.m.	CH C-115
Tuesday, Sep. 29	1:00 – 3:00 p.m.	CY 2769
Tuesday, Oct. 20	9:00 – 11:00 a.m.	HN C-120
Tuesday, Oct. 27	9:00 – 11:00 a.m.	CY 2769
Tuesday, Nov. 17	9:00 – 11:00 a.m.	CH C-115
Tuesday, Nov. 24	1:00 – 3:00 p.m.	HN C-120
Tuesday, Dec. 1	1:00 – 3:00 p.m.	CY 2769
Tuesday, Dec. 8	1:00 – 3:00 p.m.	CH C-115

Have questions about, Adobe, Microsoft Word, PowerPoint, Excel, Office 2007, or using technology in general? Drop by any time during this session, bring your questions and even your project on a flash stick and get one-on-one help. No registration is required. Come meet our knowledgeable CAPE training staff.

Pedagogy

Instructional Technology

Active Teaching and Learning

Thomas Scott

Friday, Oct. 2 9:00 – 11:00 a.m. CH I-208

Studies have shown that students learn best when they are actively engaged in the subject rather than those who sit passively and take in information. This workshop will focus on different active teaching and learning strategies to use when giving a lecture such as: Think-Pair-Share, Brainstorming, Focused Listing, Two-Minute Paper and Questions.

Thomas Scott, Manager of Faculty Professional Development, is available for one-on-one assistance related to pedagogy or teaching technologies. E-mail him with your request:

thomas.scott@csn.edu

Converting Internet Movies for PowerPoint Classroom Use

Thomas Scott

Friday, Sep. 25 10:00 – 11:30 a.m. CH C-115

Have you always wanted to learn how to embed internet flash videos into your PowerPoint presentations? Adding internet movies to your PowerPoint presentations can be a very simple and easy process. This session will illustrate how to convert internet flash movies (Youtube, Google Videos, Teachertube) into a .wmv format that is compatible with PowerPoint, using a free VLC media player. A step-by-step handbook will be provided.

Got Millennial? Engaging Today's Learners with Mobile Technologies

Thomas Scott, Whitney Kilgore

Friday, Nov. 13 9:00 – 11:00 a.m. CH C-115

Are we preparing students for *their* future or our *past*? Students today grow up in a digital world where information is readily available. Google has become a verb. This session will demonstrate how you can engage the millennial learner and ignite their passion for learning. Come see how mobile technologies can be used in the classroom for discussion, assessment, engagement and collaboration. This is a cell phone-friendly session.

i>Clicker : Increasing Student Engagement

Thomas Scott

Friday, Nov. 20 1:00 - 2:30 p.m. CH C-115

Please join us for a fun, interactive presentation of i>clicker. Initially developed to electronically collect student feedback in large, lecture-hall classes, i>clicker is also well-suited for the small, intimate group settings.

- Heard about i>clicker being used at CSN and not sure if it's right for you? Then join us to see how this educational tool can enhance your lecture.
- Already committed to using i>clicker? Then join us to see how to get started and how best to maximize your experience.
- Have you used i>clicker in the past? Then come share your expertise with others.

Twitter: To Tweet or not to Tweet

Thomas Scott

Friday, Nov. 20

10:00 – 11:00 a.m.

CH C-115

What is Twitter? What is Tweeting? Twitter is a micro-blogging service that enables users to share and read other users' updates called "tweets." Twitter is used to answer the age-old question, "What Are You Doing?" Expressing yourself in 140 characters or less has defined a new generation of internet users. This seminar will help define what Twitter is and how to set up an account. Come join in on a discussion.

Wimba Live Classroom – An Introduction

Vartouhi Asherian

Monday, Oct. 26

10:00 – 11:30 a.m.

HN TBA

Tuesday, Oct. 27

12:30 – 2:00 p.m.

CH TBA

Wednesday, Oct. 28

11:00 a.m. – 12:30 p.m.

CY 2769

Wednesday, Nov. 4

12:30 – 2:00 p.m.

CY 2769

This session is an introductory session to get you started with Wimba. Wimba's live classroom (asynchronous tool) allows for conducting virtual classes with audio/video and application sharing. Wimba's announcements, discussions and podcasts promote active class participation in an asynchronous way.

At the end of the session participants will be able to:

- announcements Use the audio
- discussion Create an audio
- Create a podcast
- Live Classroom. Learn how to use the

Participants need to bring a headset with a microphone.

Faculty Special Topics

Preparing Assessment Plans and Reports

Diane Waryas

Friday, Sep. 11

1:00 – 3:00 p.m.

CH D-101

Following a detailed presentation on the specifics faculty and staff need to know in preparing assessment plans and reports for the annual assessment process, remaining time will be used for and hands-on "assessment lab" where participants can receive individualized assistance with revising their

assessment plans and reports in anticipation of the October 1 annual due date. All participants are strongly encouraged to bring the most current copies of their degree program plans and reports, data summaries from the 08-09 year, and any other helpful information.

Do you want to improve the effectiveness of your staff or department meetings? During this workshop, participants will learn specific steps to plan and manage meetings more effectively.

Teambuilding for Maximum Efficiency & Harmony in the Workplace

Linda Chapman, Brenda Talley

Your ability to work cooperatively with others is one of the most important skills you can ever develop if you want to achieve your full career potential. In a teamwork environment, people understand and believe that thinking, planning, decisions and actions are better when done cooperatively. People recognize, and even assimilate, the belief that “none of us is as good as all of us.” Attend this highly interactive workshop to learn more about how different people react to varying situations and how every perspective can add value to the whole.

This workshop is presented by request and can be customized to target the specific needs of your department. Contact CAPE@csn.edu to schedule this workshop.

Leadership

Leadership and Management Training

Anneli Adams

The terms "leadership" and "management" are often used interchangeably, referring to a management structure as leadership, or to individuals who are actually managers as the "leaders" of various teams. The following program, which focuses on the basics of leadership, management, and supervision is currently available through CAPE. The program is presented by request with 2 hours per session, and can be customized in part to your specific departmental needs. Contact CAPE@csn.edu to make a request.

- Session 1: Leadership, management and change: Developing the foundation
- Session 2: Building your team: A new direction
- Session 3: Walk the Talk: It starts from you
- Session 4: Time for Action: Developing your leadership plan
- Session 5: Leadership Ethics

Internal Procedures

Developing Grant Proposals

Brett Naftzger, Actuate Professional Services

Friday, Oct. 2

9:00 a.m. – 4:00 p.m.

CH C-115

In this all-day, hands-on workshop, you will work closely with Professional Grant Writer Brett Naftzger to develop your grant proposal. Through guided activities and discussion you will create a proposal that matches your project idea to an identified funding opportunity. Because of the nature of this workshop, in order to participate, you (and your colleagues) will need to have a defined project idea in need of funding, as well as a funding opportunity you have identified for which you would like to apply. Projects and funding opportunities must be current and grant concept forms must have been completed and approved prior to the workshop. Participants may participate by themselves or in small teams depending on how many individuals will be involved in the grant writing process. Space is limited, so please make your reservation soon. Questions about this workshop may be directed to Dr. Diane E. Waryas, Interim Director, Office of Resource Development & Assessment.

Grant Funded Travel Procedures

Robin Corbin

Wednesday, Oct. 28

1:00 p.m. – 3:00 p.m.

CH C-115

A required session for everyone receiving FY 10 grant funds for professional development, specifically the travelers and those responsible for making travel arrangements, although anyone interested may attend. Save time and avoid costly errors by planning ahead and preparing paperwork correctly the first time.

New Employee Orientation*

Amber Woods, Linda Chapman

Monday, Oct. 5

8:00 a.m. – Noon

CH C-115

Monday, Nov. 9

8:00 a.m. – Noon

CH C-115

Monday, Dec. 14

8:00 a.m. – Noon

CH C-115

Designed to provide new employees with information and access to resources they need to be successful at CSN.

****All new employees are required to attend this workshop****

Noel-Levitz Customer Service Training**

Debbie Tanner

Staff members who care about the feelings of students are an institution's greatest resource. Students don't appreciate even the best academic program unless they feel "at home" at school. When students feel that way, they get connected to the environment and they stay. This series of workshops will sharpen your awareness of the needs of students and teach you new ways to:

- service Provide quality
- difficult situations Deal with students in
- environment Build a comfortable
- more personally rewarding Make your work
- communication Establish positive
- about yourself and your abilities Feel more confident

****All 3 sessions are required in order to complete the program****

****All new employees are required to attend this workshop.***

Session I

Understanding Why People Do What They Do

Wednesday, Sep. 16	9:00 a.m. – Noon	CY Conf. B
Wednesday, Nov. 18	9:00 a.m. – Noon	CH C-115

Session II

Using the Language of Positive Communication

Wednesday, Sep. 23	9:00 a.m. – Noon	CY Conf. B
Wednesday, Nov. 25	9:00 a.m. – Noon	CH C-115

Session III

Meeting and Exceeding Student Expectations

Wednesday, Sept. 30	9:00 a.m. – Noon	CY Conf. B
Wednesday, Dec. 2	9:00 a.m. – Noon	CH C-115

Planning for Retirement

Tina Petrie

Friday, Oct. 8	8:30 a.m. - 3:45 p.m.	CH I-318
Brenda Burt	8:30 – 9:30 a.m.	PERS
Janet Corral	9:45 – 10:45 a.m.	Hartford
Patti Peterson	11:00 a.m. – Noon	VALIC
Rita Meier	1:30 – 2:30 p.m.	Social Security
Marty Jaspers	2:45 – 3:45 p.m.	TIAA-CREF

CSN has many options for retirement planning. Some of you may be covered under the Public Employees' Retirement System (PERS), others may have self-directed plans through one or more of the vendors approved for CSN. This workshop will provide all of the information you need to optimize your income at the time of retirement. All benefit providers will be present to describe their products and answer your questions.

Purchasing Procedures

By request only. Please contact the CAPE office if you have a need for this training.

Learn the proper purchasing procedures at CSN. You will learn which forms to use in all circumstances, including: LPOs, RXs, Payment Vouchers, IVIXs, Vendor Applications, and more.

Travel Procedures, Independent Contractor Agreements, & Hosting Guidelines

By request only. Please contact the CAPE office if you have a need for this training.

This session will provide all of the information necessary for faculty and staff to complete and submit travel requests prior to travel, and travel claim forms upon return. It will also provide information on when and why Independent Contractor Agreements (ICAs) are used, and how to fill them out. Any kind of hosting expenditure requires special accounting procedures. You will learn the proper protocols in this session.

Search Committee **Chair** Training

Derek Smith

Wednesday, Sep. 23	2:00 – 3:00 p.m.	CH E-407
Wednesday, Oct. 28	2:00 – 3:00 p.m.	CH E-407
Wednesday, Nov. 18	2:00 – 3:00 p.m.	CH E-407

The unique and vital role of Search Committee chairperson is a key component in ensuring successful employment searches for CSN. This workshop will give you the knowledge and skills necessary to effectively lead a Search Committee.

Search Committee Training

Derek Smith

Wednesday, Sep. 16	2:00 – 4:00 p.m.	CH E-407
Wednesday, Oct. 21	2:00 – 4:00 p.m.	CH E-407

Become a certified Search Committee member and help the College achieve a successful future through participation in the College's recruitment process for administrative and academic faculty. This informative workshop will give you the requisite knowledge and skills to actively participate in CSN's Search Committee efforts.

Compliance

Ethics in the Workplace

Anneli Adams, Jann Carson

Wednesday, Oct. 28	2:00 – 4:00 p.m.	CY 2769
Friday, Nov. 13	1:00 – 3:00 p.m.	HN C-214
Thursday, Dec. 10	9:00 – 11:00 a.m.	CH C-115

As CSN employees we face professional decisions that require appropriate professional behavior. This session will engage you in a discussion on ethics and you will learn about existing resources that help you in making ethical decisions to support institutional accountability and efficiency. You will learn how values and beliefs guide people's behavior and choices; which Nevada statutes, Nevada System of Higher Education (NSHE) and CSN policies guide professional conduct. You will understand the risks of misconduct and the widespread effects of ethical leadership at any level, and be able to describe how understanding and supporting state and institutional ethics code of conduct effects public and personal trust.

NEATS – Nevada Employee Action and Timekeeping System

All CSN employees who supervise classified employees are required by law to attend these 5 workshops. Registration for these sessions is done through the State of Nevada at: <https://nvapps.state.nv.us/NEATS>. All sessions will be conducted at the **Grant Sawyer State Office Building, 555 E. Washington Ave., Room 1412, Las Vegas, NV.**

Alcohol and Drug Testing Procedures

Thursday, Sep. 3	1:30 – 3:30 p.m.	Grant Sawyer
Wednesday, Oct. 21	1:30 – 3:30 p.m.	Grant Sawyer
Wednesday, Nov. 18	1:30 – 3:30 p.m.	Grant Sawyer

The State of Nevada adheres to the federal "Drug Free Workplace" policy and prohibits the employee use of alcohol and/or drugs while performing their job duties. The "Alcohol & Drug Testing Program" class examines the following issues.

- employee's job performance be alcohol or drug abuse related? Could a decline in an
- supervisors and managers are required to follow? What procedures are
- whether testing is appropriate How to determine
- rehabilitation Emphasis on

Evaluating Employee Performance

Tuesday, Sep. 1	8:30 a.m. – 4:30 p.m.	Grant Sawyer
Monday, Oct. 19	8:30 a.m. – 4:30 p.m.	Grant Sawyer

Monday, Nov. 16 **8:30 a.m. – 4:30 p.m.** **Grant Sawyer**

Establishing and monitoring accurate and effective work performance standards is the cornerstone of building a successful working environment. The "Evaluating Employee Performance" course examines how to develop and maintain work performance standards and how to use them to evaluate and enhance employee performance.

Handling Grievances

Wednesday, Sep. 2 **1:30 – 4:30 p.m.** **Grant Sawyer**

Tuesday, Oct. 20 **1:30 – 4:30 p.m.** **Grant Sawyer**

Tuesday, Nov. 17 **1:30 – 4:30 p.m.** **Grant Sawyer**

The "Handling Grievances" course provides an overview of the step-by-step process to respond to employee grievances.

Interviewing and Hiring Process

Wednesday, Sep. 2 **8:30 a.m. – Noon** **Grant Sawyer**

Tuesday, Oct. 20 **8:30 a.m. – Noon** **Grant Sawyer**

Tuesday, Nov. 17 **8:30 a.m. – Noon** **Grant Sawyer**

Hiring the "best" person for a position is more important than ever. Managers and supervisors need to obtain information from the applicants that will enable them to make informed hiring decisions, while complying with federal and state laws. "Interviewing & Hiring" guides interviewers through the entire process.

Progressive Disciplinary Procedures

Thursday, Sep. 3 **8:30 a.m. – 12:30 p.m.** **Grant Sawyer**

Wednesday, Oct. 21 **8:30 a.m. – 12:30 p.m.** **Grant Sawyer**

Wednesday, Nov. 18 **8:30 a.m. – 12:30 p.m.** **Grant Sawyer**

The "Progressive Disciplinary Procedures" course addresses what a supervisor/manager needs to know to administer disciplinary action. Course topics include the following: Knowledge and development of good policy and procedures including the following:

- content of documentation Importance and
- that can lead to legal challenges Common mistakes
- approach to discipline Developing a positive
- progressive discipline system State of Nevada

Sexual Harassment Prevention*

Thomas Brown & Debbie Tanner

Friday, Sep. 25 **9:00 – 11:30 a.m.** **CY 2769**

Friday, Nov. 13 **9:00 – 11:30 a.m.** **HN C-214**

Friday, Nov. 20 **9:00 – 11:30 a.m.** **CH I-208**

In accordance with Title IV, Chapter 8, Section 13(C) of the Nevada Board of Regents' Handbook, "Each institution shall have an on-going sexual harassment training program for employees." In this session we will discuss how sexual harassment harms the victim, the organization and the harasser. You will be able to recognize that men and women have different fears about the issue of sexual harassment; discriminate between sexual harassment acts and those that are not; define the two major categories of sexual harassment claims; describe the most common responses to sexual harassment; list four steps to follow when responding to sexual harassment; and follow the five basic guidelines to avoid harassing behavior.

****All new employees are required to attend this workshop.***

Sexual Harassment Prevention Refresher Course*

Thomas Brown & Debbie Tanner

Thursday, Sep. 17	9:00 - 10:30 a.m.	CH C-115
Thursday, Sep. 17	1:00 - 2:30 p.m.	CH C-115
Thursday, Sep. 17	6:00 - 7:30 p.m.	CH C-115
Friday, Sep. 18	9:00 - 10:30 a.m.	CH C-115
Thursday, Sep. 24	9:00 - 10:30 a.m.	CY 1218
Thursday, Sep. 24	1:00 - 2:30 p.m.	CY 1218
Thursday, Sep. 24	6:00 - 7:30 p.m.	CY 1218
Monday, Sep. 28	7:00 - 8:00 a.m.	CH C-115
Thursday, Oct. 1	9:00 - 10:30 a.m.	CH C-115
Thursday, Oct. 1	1:00 - 2:30 p.m.	CH C-115
Thursday, Oct. 1	6:00 - 7:30 p.m.	CH C-115
Friday, Oct. 2	9:00 - 10:30 a.m.	HN C-106
Friday, Oct. 23	9:00 - 11:00 a.m.	CY 2769
Thursday, Nov. 12	9:00 - 10:30 a.m.	CY 1218
Thursday, Nov. 12	1:00 - 2:30 p.m.	CY 1218
Thursday, Nov. 12	6:00 - 7:30 p.m.	CY 1218
Thursday, Nov. 19	9:00 - 10:30 a.m.	CH C-115
Thursday, Nov. 19	1:00 - 2:30 p.m.	CH C-115
Thursday, Nov. 19	6:00 - 7:30 p.m.	CH C-115
Thursday, Dec. 3	9:00 - 10:30 a.m.	CY 2769
Thursday, Dec. 3	1:00 - 2:30 p.m.	CY 2769
Thursday, Dec. 3	6:00 - 7:30 p.m.	CY 2769
Friday, Dec. 4	9:00 - 10:30 a.m.	HN C-106
Thursday, Dec. 10	9:00 - 10:30 a.m.	CH K-226
Thursday, Dec. 10	1:00 - 2:30 p.m.	CH K-226
Thursday, Dec. 10	6:00 - 7:30 p.m.	CH K-134
Friday, Dec. 11	9:00 - 10:30 a.m.	CH C-115
Thursday, Dec. 17	9:00 - 10:30 a.m.	CY 2769
Thursday, Dec. 17	1:00 - 2:30 p.m.	CY 2769
Thursday, Dec. 17	6:00 - 7:30 p.m.	CY 2769
Friday, Dec. 18	9:00 - 10:30 a.m.	CY 2769

The Sexual Harassment Refresher course is designed to fulfill the State of Nevada's requirement per the NAC 284.496 Classes and training concerning prevention of sexual harassment. (NRS 284.065, 284.155, 284.343) Within 6 months after an employee is initially appointed to state service, the employee shall attend a certified class concerning the prevention of sexual harassment (see full description above). At least once every 2 years after his initial appointment to state service, an

employee shall attend a certified refresher class or training concerning the prevention of sexual harassment.

****All employees are required to attend this workshop at least every 2 years following initial Sexual Harassment Prevention Training.***

Occupational Safety and Health Administration (OSHA) Compliance

Bloodborne Pathogens

Jean Wolff

Thursday, Oct. 8	2:30 – 3:30 p.m.	CY 2769
Tuesday, Nov. 3	9:00 – 10:00 a.m.	CH I-205

The Nevada Department of Business and Industry (Nevada OSHA) requires, under the Bloodborne Pathogens Standard 29 CFR – 1910.1030 that employees with occupational exposure to bloodborne pathogens participate in a training program at least annually. This training program contains an explanation of the epidemiology and symptoms of bloodborne diseases; modes of transmission of bloodborne pathogens; use and limitations of methods that will prevent or reduce exposure; types, selection, use, location, removal, handling, decontamination and disposal of personal protective equipment; information on the hepatitis B vaccine; procedures to follow if an occupational exposure incident occurs; and signs and labels denoting biohazard materials or waste.

Computer and Workstation Ergonomics

Jean Wolff

Thursday, Oct. 8	1:00 – 2:00 p.m.	CY 2769
Tuesday, Nov. 3	10:30 – 11:30 a.m.	CH I-205

Work does not have to be a ‘pain in the neck.’ Work-related aches and pains are not just ‘part of the job’ or a sign our bodies are getting older. They can be the end result of repetitive motion such as typing, using a mouse, sitting or standing in uncomfortable positions for extended periods of time or moving awkwardly because equipment is not ergonomically friendly. Learn how to set up your computer workstation and desk to eliminate or reduce your body pain and discomfort.

Hazard Communication

Jim Nelson

Friday, Sep. 25	1:30 – 2:30 p.m.	CH C-115
Wednesday, Nov. 4	10:00 – 11:00 a.m.	CY 2769

Training on workplace hazards, sometimes called “HazCom” is required by the OSHA Hazard Communication Standard for employees potentially exposed to hazardous materials. This program will discuss physical and health hazards of chemicals in the workplace and appropriate actions to avoid or minimize exposure. This course will cover recognizing hazardous conditions, reporting unsafe conditions, labeling of hazardous materials, Material Safety Data Sheets, use of personal protective equipment, accessing Workers’ Compensation benefits, and employee responsibilities in maintaining a safe work environment.

Laboratory Safety

Jim Nelson

Friday, Oct. 23	10:30 – 11:30 a.m.	CH C-115
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This workshop will cover basic laboratory safety principles including an introduction to OSHA’s “Laboratory Safety Standard,” and CSN’s “Chemical Hygiene Plan.” Personal protection strategies, properly dealing with chemical and other laboratory waste materials, chemical product labeling and similar topics will be presented.

Reducing Injury and Illness on the Job

Jean Wolff

Thursday, Sep. 17	8:00 – 9:00 a.m.	CY 1218
Tuesday, Oct. 13	2:30 – 3:30 p.m.	HN C-106
Wednesday, Nov. 18	11:00 a.m. - Noon	CH K-226

This course will provide a general overview of numerous safety topics regarding potential injury on the job. Topics that will be touched upon include hazard communication, asbestos awareness, computer and workspace ergonomics, bloodborne pathogens, heat stress, safe lifting, slips/trips/falls, energy control (lockout/tagout), and fall protection. In-depth coverage of these topics will be presented during separate courses.

CSN Classified and Administrative Support Staff Workshop Schedule October 22 & 23, 2009		
Time	Wednesday, October 21 Cheyenne Campus	Thursday, October 22 West Charleston Campus
	Session	Session
9:00 – 10:30		
10:45 – 12:30	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> Content for these days are currently being developed. They will be posted and e-mailed to all when available. </div>	
1:30 – 3:30		

4:00 – 5:00		
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Contact Us

The staff that provides all the professional development opportunities at the College of Southern Nevada is committed to excellence. To better serve you, we want to know when the services and information we provide could be improved in any way.

To share your suggestions or to request a specific training course please e-mail CAPE@csn.edu , or contact Jann Carson at (702) 651-7521

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Hours of Operation: Monday through Friday, 8:00 a.m. to 5:00 p.m.