



# Employee Learning Opportunities

**SP17**

*February 1, 2017 revision*

**OZARKS TECHNICAL  
COMMUNITY COLLEGE**

# Program and Student Showcases

## Program Showcases

The general education departments join the Career and Technical Education programs for the 2017 showcase. Come learn a little about these areas of the College: Computer Information Systems, Culinary/Hospitality, Early Childhood Development, Electronic Media Production, Behavior Health Support, Hearing Instrument Science, Medical Lab Technician, Networking, Respiratory Therapy, Surgical Technology, Health Sciences, Physical Sciences, Social Sciences and Life Sciences. *All are welcome to attend.*

Tuesday, February 21                      8:30-10:30 a.m.                      Springfield Campus-LCN 211

## The First Annual OTC Short Film Festival

Join us for an interdepartmental celebration of student talent as students showcase their writing, acting and filmmaking efforts! Students will be given a set of prompts constructed by the organizers and have 48 hours to complete a five minute film. All films that finish within the time period will be screened, and an awards ceremony will be held immediately after. Who is the best student actor, director, screenwriter and who will win the coveted Faculty and Staff Favorite award? Find out when you participate in OTC's very first film festival!

Watch your inbox for more information and the screening date.

## Fine Arts Program

The Fine Arts department participates in First Friday Art Walk. Art, choir and theater students participate. May features the student and faculty showcase. Watch the OTC Calendar for additional choir and theater performances.

Friday, February 3	6-9 p.m.	Gillioz Theatre-Third Floor
Friday, March 3	6-9 p.m.	Gillioz Theatre-Third Floor
Friday, April 7	6-9 p.m.	Gillioz Theatre-Third Floor
Friday, May 5	6-9 p.m.	Gillioz Theatre-Third Floor

## Dental Assisting/Dental Hygiene Table Clinics

The Dental Assisting and second year Dental Hygiene students present table clinics which are informal, but professional presentations using oral communication and visual media to inform, clarify and/or review dental/medical material on a timely topic. All faculty and staff are invited to attend this very informative come-and-go session.

Monday, May 1                              3-4:30 p.m.                              Springfield Campus-Jared family Atrium

## Graphic Design Student Portfolio Show

Students in the graphic design program will showcase their portfolios to faculty, staff and potential employers.

Date and time to be determined-watch your inbox for more information

## HLC Updates

Several of your colleagues will attend HLC's Annual Conference this spring. Come hear the updates from the commission and what changes that may be coming. *If you are at a location other than Springfield and would like to participate, please email [profdev@otc.edu](mailto:profdev@otc.edu) so arrangements can be made.*

Tuesday, April 18	10-11 a.m.	Springfield Campus-ICW 108C
Tuesday, April 18	2-3 p.m.	Springfield Campus-ICW 108C

To access an electronic version of this catalog, search "Professional Development for Faculty and Staff" on the OTC website.

To access an electronic calendar (RSVP system) <http://academics.otc.edu/institutionaleffectiveness/pd/>

# General Sessions

## **Bystander Intervention Training (Green Dot)**

These sessions are part of our requirement to meet federally mandated *Violence Against Women Act* (VAWA) guidelines. By providing **bystander intervention training** to our faculty, staff and students, we contribute to a larger community initiative headed by the Community Partnership of the Ozarks in partnership with Drury, MSU, Evangel and OTC. This effort is facilitated through the **Green Dot Etcetera** organization (simply referred to as Green Dot). Come and find out what Green Dot is all about and how you can become part of the national movement to prevent sexual and interpersonal violence. *Facilitator: Dr. Loren Lundstrom. To reserve a seat, please use the [RSVP system](#).*

Tuesday, January 31	9-10:30 a.m.	Springfield Campus-ICW 108C
Wednesday, February 8	9-10:30 a.m.	Springfield Campus-ICW 108C
Tuesday, February 28	2-3:30 p.m.	Springfield Campus-ICW 108C
Wednesday, March 8	2-3:30 p.m.	Springfield Campus-ICW 108C
Monday, April 3	10-11:30 a.m.	Springfield Campus-ICW 108C
Thursday, April 20	3-4:30 p.m.	Springfield Campus-ICW 108C
Wednesday, May 10	9-10:30 a.m.	Springfield Campus-ICW 108C

## **Navigate 101**

What is this new software-Navigate? How will it help our students? The program will be demonstrated and questions will be answered. *Facilitator: Vivian Elder To reserve a seat, please use the [RSVP system](#).*

Wednesday, February 22	3-3:50 p.m.	Springfield Campus-NKM 119
Thursday, February 23	10-10:50 a.m.	Springfield Campus-NKM 119

## **Excel Tips and Tricks**

Do you use Excel and need a little help making the job a little quicker? Come with questions and we'll collaborate to find the best answer for you. *If you'd like, send your questions in advance to [profdev@otc.edu](mailto:profdev@otc.edu). To reserve a seat, please use the [RSVP system](#).*

Thursday, March 2	10-10:50 a.m.	Springfield Campus-NKM 119
Thursday, March 2	3-3:50 p.m.	Springfield Campus-NKM 119

## **Fair Use/Copyright Law**

What are the most common myths about fair use? What is Creative Commons? Can I upload articles I want my students to read into Blackboard/Canvas? OTC's librarians will help you answer these questions and more, as well as learn about resources for video and images that are licensed for instructional use. *If you are at a location other than Springfield, contact [profdev@otc.edu](mailto:profdev@otc.edu) and we'll "broadcast" to you so you can participate. To reserve a seat, please use the [RSVP system](#).*

Wednesday, March 8	10-10:50 a.m.	Springfield Campus-ICW 108C
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## **OTC Research Resources**

This session will provide an overview of the research resources available to you at OTC with guidance on how to access and use them. We want to make sure to cover the information that is most useful to you so we encourage you to come prepared with your research questions. *Facilitator: Matt Simpson. To reserve a seat, please use the [RSVP system](#).*

Thursday, March 9	10-10:50 a.m.	Springfield Campus-NKM 119
Thursday, March 9	3-3:50 p.m.	Springfield Campus-NKM 119

## **ZOOM Web Conferencing Training**

ZOOM is a new tool that faculty and staff can use to host and record online web meetings and conferences. Do you want to have virtual office hours with students? How about staff meetings at remote locations? The list is endless. Please visit <https://online.otc.edu/zoom-web-conferencing/> for a training that fits your schedule.

# MOSAIC (diversity and inclusion)

## **MOSAIC 101**

In this two-hour introductory session, we will cover common vocabulary, personal identity, stereotypes, microaggressions, how to have difficult conversations, and other resources regarding serving a diverse student population. *To reserve a seat, please email [mosaic@otc.edu](mailto:mosaic@otc.edu).*

Tuesday, February 7	9-11 a.m.	Springfield Campus
Thursday, February 9	1-3 p.m.	Lebanon Center
Friday, March 3	1-3 p.m.	Springfield Campus

## **SafeZone Workshop (LGBTQ+ Topics)**

This four-hour session covers the basics of how to be an ally and/or safe person for our LGBTQ students and employees. This session includes a panel discussion which allows participants to hear the real-life experiences of our LGBTQ+ community at OTC. *Lunch is provided. To reserve a seat, please email [mosaic@otc.edu](mailto:mosaic@otc.edu).*

Tuesday, January 24	10 a.m.-2:30 p.m.	Springfield Campus
Friday, April 7	10 a.m.-2:30 p.m.	Springfield Campus
Date TBD		Table Rock Campus

## **Age Diversity and Stereotypes**

In this workshop we will explore common stereotypes and myths around aging and review research regarding the damage those stereotypes have caused. *Facilitator: Eloise Thomas No RSVP required.*

Tuesday, February 28	10-11 a.m.	Springfield Campus-ICW 108BC
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## **U.S. Military Veterans as Students**

This is a panel session with students who are military veterans sharing their stories, concerns, and resources. Topics of discussion include how the adult student learns, how being a military veteran affects learning, and what resources are available at OTC for students who are military veterans. *No RSVP required.*

Wednesday, March 29	3-4 p.m.	Springfield Campus-ICW 108BC
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## **Multi-Cultural Panel Discussion**

This is a Q and A session with employees and students from a variety of cultural/ethnic identities. Participants are encouraged to come to hear individual stories, concerns and suggestions for creating an inclusive environment at OTC. *No RSVP required.*

Friday, March 31	1-2 p.m.	Springfield Campus-ICW 108BC
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## **Diverse Faiths and Belief Systems**

In this two-hour session, we will cover vocabulary, spectrums, stereotypes, and exploration of various religious identities. We will provide resources that help serve our diverse student population. *Facilitators: Jordan Schreiber and Terri Fahnestock To reserve a seat, please email [fahnestt@otc.edu](mailto:fahnestt@otc.edu).*

Wednesday, April 26	3-5 p.m.	Springfield Campus-ICW 1008BC
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## **Coffee and Conversation**

Do you speak Spanish or French? Every Friday, students have the opportunity to interact in a language lab directed by our language tutors. Stop by, play games and practice conversation skills

Fridays	9 a.m.-3 p.m. (Spanish)	Springfield Campus-ICW 211
	Noon-3 p.m. (French)	Springfield Campus-ICW 211



# Advising

## OTC 101

Getting to know the admissions process, academic programs that OTC offers, the campus resources available to all students, and clubs for students is an important piece to be a successful advisor. In this session we will discuss all these topics and more. Email [lindd@otc.edu](mailto:lindd@otc.edu) to reserve a seat.

Thursday, February 9	9-10 a.m.	Springfield Campus-ICW 117—Cancelled
Thursday, February 9	1-2 p.m.	Springfield Campus-ICW 117

## Helping Build Resilient Students

When supported by positive institutional experiences, under-prepared students can become successful students. In this workshop we will discuss how you as an advisor can lay the groundwork for your students' success by using proactive advising techniques. Email [lindd@otc.edu](mailto:lindd@otc.edu) to reserve a seat.

Thursday, March 2	1-2 p.m.	Springfield Campus-ICW 117
Friday, March 3	9-10 a.m.	Springfield Campus-ICW 117

## Advising Allied Health and BCS Degree Seeking Students

Are your advisees in the BCS degree? Do they plan to apply for an Allied Health program? Do they plan to enter in a health field? When meeting with these students, it is important to know how you can help plan for entrance into health programs. Pre-Admission courses, admission steps, and general information will be discussed in this workshop. Email [lindd@otc.edu](mailto:lindd@otc.edu) to reserve a seat.

Thursday, March 9	10-11 a.m.	Springfield Campus-ICW 117
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## Transfer Students: What Do They Need To Know?

A significant percentage of OTC students transfer to another institution. Many times this process can be complicated, increasing anxiety students may have. Helping them plan early by asking the right questions can significantly impact their success. In this workshop we will discuss transfer programs offered, things your advisee should be made aware of, and how to best assist students move on to their next institution. Email [lindd@otc.edu](mailto:lindd@otc.edu) to reserve a seat.

Thursday, March 23	9-10 a.m.	Springfield Campus-ICW 117
Thursday, March 23	1-2 p.m.	Springfield Campus-ICW 117

## Advising Fair/Registration Reminder

Advising basics to help your students plan and register classes for the Summer and Fall semesters. If you plan to take part in the Advising Fair, you will be prepared for the excitement that comes with seeing 400 plus students in one day! Email [lindd@otc.edu](mailto:lindd@otc.edu) to reserve a seat.

Thursday, April 6	9-10 a.m.	Springfield Campus-ICW 117
Thursday, April 6	1-2 p.m.	Springfield Campus-ICW 117

## Advising Fair—Tuesday, April 25



# Accessibility

## **Amara and Canvas**

It is important to make sure our videos are accessible for all students. In this session we will differentiate between captions, subtitles and transcripts. We will also discuss how to use Amara with YouTube videos and add them to your online courses. *To join the session:* <https://otc.zoom.us/j/532464198>. *Facilitator:* Mindy Gomez

Friday, January 27                      2–3 p.m. central                      Creative Services Building or ONLINE (see link above)

## **Open Lab in Disability Support Services**

Do you need help making your course more accessible to your students? Do you have questions about some of the equipment that DSS uses to help our students? Do you need information concerning testing accommodations? *Facilitator:* Corey Charle'. *If you cannot attend one of the open lab dates, please contact Corey at* [charlec@otc.edu](mailto:charlec@otc.edu) *to set up an individual appointment.*

Friday, February 3	1-2 p.m.	Springfield Campus-ICE 116
Friday, March 3	10-11 a.m.	Springfield Campus-ICE 116
Friday, April 7	9-10 a.m.	Springfield Campus-ICE 116
Friday, May 5	1-2 p.m.	Springfield Campus-ICE 116

## **Deafness and the Classroom: How to Facilitate Learning for Students with a Hearing Loss**

This session is geared toward any instructor who currently has a student who is deaf or hard of hearing in his/her class and will cover such topics as: students' needs as they relate to the classroom, interpreter etiquette, accommodations and technology. There will be time for Q&A and discussion. *For more information, please contact* [jonemeli@otc.edu](mailto:jonemeli@otc.edu). *To reserve a seat, please use the RSVP [system](#).*

Tuesday, February 7                      2-3:30 p.m.                      Springfield Campus-ICW 108C

## **Cool Gadgets 101**

Have you ever wondered how students who are blind or low vision would use a computer? Or how a student who is paralyzed would write their research paper? Or how a student with dyslexia studies their textbook at home? Corey Charle' will demonstrate the "gadgets" used to help students with disabilities gain access at OTC. Participants will be introduced to the DaVinci CCTV, Smart Pens, JAWS Screen Reading Software, Read & Write 11.5, ZoomText and much, much more. *To reserve a seat, please use the RSVP [system](#).*

Thursday, February 9	2:30-3:30 p.m.	Springfield Campus-ICE 116
Friday, February 10	10-11 a.m.	Springfield Campus-ICE 116

## **Testing with Accommodations**

In this session staff from both Testing Services & Disability Support will team up to offer an overview of the testing/scheduling process for makeup exams and exams with accommodations. Information will include helpful links and forms for instructors to use and guidelines for best practices to ensure the best possible testing experience for all involved. *Facilitators:* Corey Charle' *To reserve a seat, please use the RSVP [system](#). If you are at a location other than Springfield, contact* [profdev@otc.edu](mailto:profdev@otc.edu) *and we'll "broadcast" to you so you can participate.*

Thursday, March 8                      10-10:50 a.m.                      Springfield Campus-ICE 224 (Simmons Conf Room)

## **Accessibility and Universal Design**

In this session we will introduce the basics of Universal Design and why it's important for student success. We will focus on the accessibility of videos and images in our online courses. *To join the session:* <https://otc.zoom.us/j/532464198> *Facilitator:* Mindy Gomez.

Wednesday, March 22                      2-3 p.m. central                      Creative Services Building of ONLINE (see link above)

## **Need Help Making a Video Accessible?**

If you need assistance making a video accessible for your class, please contact <http://online.otc.edu/faculty/faculty-development/support-on-demand/>

# Accessibility Checklist

## Accessibility Checklist for your Classes

Have you considered all of these accessibility related items?



### Closed Captions

Are all of your videos closed captioned?  
Transcripts are a plus, but closed captions are the standard.



### Alt Text

Do all of the pictures on your website, Blackboard or Canvas have alt text (and not just captions)?



### Document Accessibility

OCR PDFs, alt text, bookmarked, formatted headers, etc.



### Font Readability

Do you use high contrast, easy-to-read, traditional fonts and sizes?



### Hyperlinks

Does hyperlinked text clearly describe where your link sends the student?  
"Click Here" isn't enough.



### Confused by Anything Above?

Contact Corey Charle' in Disability Support Services.  
charlec@otc.edu or 417.447.8193

## Need Ideas for Department Meetings?

We can bring the training to you!

Gainful Employment Information

contact Vivian Elder at [elderv@otc.edu](mailto:elderv@otc.edu)

Escalation/Dating Abuse

contact Matt Brown at [brownma@otc.edu](mailto:brownma@otc.edu)

Title IX

contact Matt Brown at [brownma@otc.edu](mailto:brownma@otc.edu)

Ask A(n) Discussion (diversity discussion)

contact Marcia Wheeler at [wheelerm@otc.edu](mailto:wheelerm@otc.edu)

### Available for Viewing

Academic Services purchased a DVD and an electronic copy of "[The Raising of America](#)" documentary. If you would like to have access to this 5-part series, please contact [profdev@otc.edu](mailto:profdev@otc.edu)

# Classroom Help

## **Diversifying the Curriculum: Developing an Inclusive and Representative Classroom**

In this workshop we will discuss what it means to diversify curriculum, and we will share strategies and best practices. Bring strategies you've used in your classes and/or questions you have about how to successfully diversify content in your classroom. *No RSVP required.*

Friday, January 27	10-11 a.m.	Springfield Campus-ICW 108BC
Friday, February 3	10-11 a.m.	Richwood Valley Campus

## **Instructor Presence Series: Announcements and Discussions**

In this session you will learn the importance of establishing presence in your online courses. We will demonstrate how using announcements and discussions allows you, the instructor, to build an learning community in your course. *Facilitator: Mindy Gomez.*  
To join the session: <https://otc.zoom.us/j/532464198>

Wednesday, February 8	2-3 p.m. central	Creative Services Building or ONLINE (see link above)
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## **Course Evaluations: Using the New EvaluationKIT System**

With the migration to Canvas, OTC selected a new course evaluation provider that could be used in both LMS's and provide additional features. This session will cover EvaluationKIT's features, how to access results and plans for future surveys. *Facilitator: Matt Simpson.* To reserve a seat, please use the RSVP [system](#)

Thursday, February 9	10-10:50 a.m.	Springfield Campus-NKM 119
Thursday, February 9	3-3:50 p.m.	Springfield Campus-NKM 119

## **Bloom's Pyramid is Now a Wheel?**

What?!? Bloom's Pyramid is now a circle. Same verbs—but new suggestions for assessments and activities. Join the discussion and create your own wheel! To reserve a seat, please use the RSVP [system](#). If you are at a location other than Springfield, contact [profdev@otc.edu](mailto:profdev@otc.edu) and we'll "broadcast" to you so you can participate.

Wednesday, February 15	10-11 a.m.	Springfield Campus-ICW 108C
Wednesday, February 15	3-4 p.m.	Springfield Campus-ICW 108C

## **Facebook and the Online Classroom**

We will demonstrate how Facebook can be used as a supplemental collaboration tool in online courses. We'll cover how to set up a closed FB group page and provide you with student instructions to insert in your course. *Facilitator: Mindy Gomez.* To join the session: <https://otc.zoom.us/j/532464198>

Wednesday, February 22	2-3 p.m. central	Creative Services Building or ONLINE (see link above)
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## **Mentoring and OTC Online**

In this session we will introduce how OTC Online can partner with instructors to provide assistance and encouragement as they are teaching their online courses. This mentoring assistance is highly encouraged for first time online faculty. *Facilitator: Mindy Gomez.*  
To join the session: <https://otc.zoom.us/j/532464198>

Wednesday, April 5	2-3 p.m. central	Creative Services Building or ONLINE (see link above)
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## **Instructor Presence Series: Grading and Feedback**

In this session you will learn the importance of establishing presence in your online courses by providing feedback that is timely and instructive. *Facilitator: Mindy Gomez.* To join the session: <https://otc.zoom.us/j/532464198>

Wednesday, April 19	2-3 p.m. central	Creative Services Building or ONLINE (see link above)
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## **Open Lab for Project Re-Do**

Do you need space to collaborate on your department's project re-do? A computer classroom has been reserved for this specific reason. If you have questions, please contact [profdev@otc.edu](mailto:profdev@otc.edu).

Fridays	Noon-4:30 p.m.	Springfield Campus-ICW 238
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# Classroom Help

## Assessment Q&A

Need help with your course or program assessment? Drop by Dr. Elder's office for help! *If Tuesdays don't work with your schedule, email [elderv@otc.edu](mailto:elderv@otc.edu) to set up a time that is convenient for you.*

Tuesdays 9-10 a.m. Springfield Campus-ICE 234A

## Online Sessions and Help

For upcoming faculty development opportunities and training for Canvas, please check the OTC Online events calendar: <http://online.otc.edu/faculty/>

## Canvas Training/Help

Every class and section will be "live" in Canvas for the fall 2017 semester. If you have not already started transitioning your Blackboard course to Canvas, please visit <https://online.otc.edu/training-2/> for a training that fits your schedule.

## Be on the LIST (Learning Innovative Strategies for Teaching)

This is one list you want to be on! Join the LIST and receive periodic emails, tweets, posts (or whatever format you prefer) about best practices and the latest research on teaching and learning. LIST members will receive NISOD's weekly innovation abstracts, *The Teaching Professor* newsletter, and the *Journal of Community College Research and Practice*, and any other great information we come across. Interested? Please email [elderv@otc.edu](mailto:elderv@otc.edu).

## Teaching Circles

A teaching circle is a group faculty who commit to providing a respectful, safe, mutually supportive environment in which they learn from each other's teaching. Participants attend a brief training orientation, observe at least one class taught by each circle team member, and then gather for a reflective conversation focused on what they have learned about their own teaching from the observation process. *If you would like to participate in a Teaching Circle during the SP17 semester, please email [impact@otc.edu](mailto:impact@otc.edu).*

# Center for Workforce Development

These courses are provided at no personal cost to you or your department and count towards your required professional development hours. *To register, please follow the instructions on the next page.*

Section Name	Title	Start Date	End Date	Start Time	End Date
WDC-745	EXCEL 2010 – LEVEL 1	1/23	1/23	8:30AM	3:30PM
WDC-746	EXCEL 2010 – LEVEL 2	1/30	1/30	8:30AM	3:30PM
WDC-747	EXCEL 2010 – LEVEL 3	2/6	2/6	8:30AM	3:30PM
WDC-261	EXCEL 2013 – LEVEL 1	2/13	2/13	8:30AM	3:30PM
WDC-262	EXCEL 2013 – LEVEL 2	2/27	2/27	8:30AM	3:30PM
WDC-263	EXCEL 2013 – LEVEL 3	3/6	3/6	8:30AM	3:30PM
WDC-752	EXCEL 2013 TIPS & TRICKS	3/13	3/13	8:30AM	11:30AM
WDC-013	WINDOWS 10	3/27	3/27	8:30AM	11:30AM
WDC-257	WORD 2013 – LEVEL 1	4/3	4/3	8:30AM	3:30PM
WDC-258	WORD 2013 – LEVEL 2	4/10	4/10	8:30AM	3:30PM
WDC-259	WORD 2013 – LEVEL 3	4/17	4/17	8:30AM	3:30PM
WDC-437	WINDOWS FILE MANAGEMENT	4/24	4/24	8:30AM	11:30AM

# Center for Workforce Development

These courses are provided at no personal cost to you or your department and count towards your required professional development hours.

**Registration is on a first come, first serve basis so reserve your spot today!**

**To register go to MyOTC and login**  
**Click "Access OTC" and then the "Main Menu" tab to the right**  
**Click on "Continuing Education" and select "Register & Pay for Continuing Education Classes"**  
**Type in the course code in the second box (leave everything else blank) and click "Submit"**  
**Select the course you want and click "Submit"**  
**Click "Submit" on the "Additional Registration Info" page**  
**Select "Register Now" and click "Submit" - a confirmation will come to your inbox.**

## ***Progressive Discipline (WDB-705)***

Having a hard time communicating corrective feedback to your team members? Are you struggling with trying to set clear expectations for your team? Are you tired of not being able to motivate your team? Learn how to effectively coach your employees to reach their maximum potential. You will be provided with the psychology behind human motivation and given a proven job aid to assist in the process along with practical role-playing experience. *Facilitator: Tim Baltes To register, follow the directions above.*

Wednesday, March 29

1-5 p.m.

## ***Interviewing Techniques (WDB-214)***

Do you know how to identify that next star performer? Are you able to effectively identify the traits your candidates need in order to be successful in your department? Tired of hiring unmotivated candidates? Learn how to systematically identify what you really want to hire for, and how to develop the most successful questions to select the candidate that possesses the traits you desire. You will learn a sure-fire technique that will cut your interviewing time in half – guaranteed! If you struggle to hire efficiently, this is a can't-miss course! *In the near future, this course is a pre-requisite to being a member of a hiring committee.* *Facilitator: Tim Baltes To register, follow the directions above.*

Tuesday, March 21

8:30 a.m.-12:30 p.m.

## ***Millennials at Work (WDB-023)***

As millennials charge into the workforce, most organizations are feeling the brunt of intergenerational tension and conflict, or even just lack of understanding. This training will help managers and employees understand differences in communication style, requirements for engagement, and more, of each generation in the workforce today and specifically how to recruit, engage and partner with millennials for organizational success. *Facilitator: Randy Will To register, follow the directions above.*

Wednesday, January 11

1-5 p.m.

## ***Power of a Positive Mind (WDB-030)***

Have you ever wondered why some people just seem to be "lucky" and everything they touch turns to gold? Learn how to "program" yourself for success. The laws of success are available to everyone but not everyone knows them or knows how to use them. This course will help you to discover and put into action 3 critical steps so that you can stop the sabotage in your life and start creating the life that you love. Learn how to start turning your dreams into reality. Your mind is a powerful tool, like any tool useless unless you know how to use it. Make 2017 your best year yet! *Facilitator: Deborah Troeger To register, follow the directions above.*

Thursday, January 26

1:30-4:30 p.m.

## ***Tech-Etiquette 101 (WDB-031)***

What's your "Digital-Age Etiquette IQ"? Do you wonder if your electronic communications could be improved? Are you offending recipients without even realizing it? Thanks to the rise in technology-based communications, we have the means to contact more people, more frequently than ever before. Unfortunately, we also have the ability to offend them as well! Find out three of the most common faux pas in electronic communications and how to avoid them to gain greater success and enhance the professionalism of yourself and your department. *Facilitator: Laurie Stowers To register, follow the directions above.*

Wednesday, February 8

8:30-10:30 a.m.

# Center for Workforce Development

## **Personal Empowerment: Taking Initiative (WDB-033)**

If people see empowerment as something that is given to them, they will miss out on opportunities to take responsibility for action, or to take initiative to solve problems, improve processes, and give your company a competitive edge. This course seeks to change the mindset that empowerment is something that is given. It helps employees see that they can and should look for improvement opportunities. This training will help employees make their job more interesting, motivating, and rewarding. Also to help them become more valuable to their organization and to recognize and overcome barriers to taking initiative. *Facilitator: Randy Will* To register, follow the directions on the previous page.

Wednesday, February 8

1–5 p.m.



**Work-at-your-own-pace courses. Email [cwd@otc.edu](mailto:cwd@otc.edu) to register**  
**Classes begin January 18, February 15, March 15, April 12 and May 17.**

## **Introduction to Microsoft Excel 2016 (CEW-008)**

Do you work with numbers? Then you need to master Microsoft Excel 2016 (now available through Office 365)—and this is the place to do it. Even "non-techie" beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

## **Leadership (CEW-107)**

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

## **Grammar Refresher (CEW-220)**

Whatever your goals, a grasp of English grammar will help you refine your communication skills. You'll explore the basics of English grammar—like sentence structure and punctuation—and more advanced concepts—like logic and clarity. Have some fun with grammar lessons that include a touch of humor, straightforward, accessible examples, and lots of interactive exercises. Reacquaint yourself with old rules, meet some new ones, and discover your own grammatical strengths.

## **Customer Service Fundamentals (CEW-290)**

As someone who participates in delivering high levels of customer service, you're an important ambassador for your organization. But do you truly feel empowered and capable of delivering top-notch customer service? You'll discover a number of dynamite methods to bring out your best and also do the same for the people you work with. You'll learn how to measure customer service—from your company's point of view and from the customers—and discover how to anticipate the needs of your customers.

## **Writing Essentials (CEW-590)**

Master the essentials of writing, and become the stellar wordsmith you always wanted to be! In this course, you'll develop the skills you need to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

## **Keys to Effective Communication (CEW-214)**

You'll learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships.

## **Building Teams That Work (CEW-517)**

You'll learn the components of a successful team and the stages of its development. You'll master the skills you'll need to effectively manage projects, make decisions, and solve problems in a team setting.

# Professional Development FAQ

Per Policy 3.08, all full-time employees are required to earn a certain number of professional development hours each year.

Please remember: Your supervisor should approve all professional development activities.

It is the employee's responsibility to keep track of the professional development hours they have earned. Please have the list ready for when you have your evaluation with your supervisor. Faculty members follow the academic year calendar. Staff members follow the calendar year.

One hour in training = one hour of professional development

## Contact Us

If you would like to request a specific training for yourself or others in your department, the IMPACT team is more than willing to help! We'll train one – or one hundred! Please contact:

IMPACT@otc.edu

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Innovation

Management

Professionalism

Academics

Collegiality

Technology

If you have questions about the Spring 2017 sessions, would like to suggest a topic for Fall 2017 or would like to facilitate a session in Fall 2017, please contact: [profdev@otc.edu](mailto:profdev@otc.edu)

The mission of Ozarks Technical Community College is to provide accessible, high quality and affordable learning opportunities that transform lives and strengthen the communities we serve.

Employee Learning Opportunities, professional development and IMPACT sessions also support the VISION of the college, which is to serve our communities by expanding opportunities for personal and professional growth through our commitment to excellence and innovation.