

Employee Development Spring 2019

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Photo courtesy of: <https://www.ere.net>

**OZARKS TECHNICAL
COMMUNITY COLLEGE**

General Sessions

Bystander Intervention Training

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. 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. *To reserve a seat, please visit the [online calendar](#)*

Thursday, January 3	2:30-4 p.m.	Springfield Campus-ICW 108C
Thursday, February 7	9-10:30 a.m.	Springfield Campus-ICW 238
Wednesday, February 20	10-11:30 a.m.	Springfield Campus-ICW 214
Tuesday, March 12	2-3:30 p.m.	Springfield Campus-ICW 108C
Monday, March 25	3-4:30 p.m.	Springfield Campus-ICW 108C
Thursday, April 11	9-10:30 a.m.	Springfield Campus-ICW 216
Monday, April 29	10-11:30 a.m.	Springfield Campus-ICW 108C
Tuesday, May 7	3-4:30 p.m.	Springfield Campus-ICW 108C

Understanding Your LGBTQ Students and Colleagues

An overview of basics to help you make sure that your vocabulary is LGBTQ friendly, why this is important, some tips and tricks to help you avoid or navigate through tricky situations, and Q&A to address some of your specific concerns. This session will put an emphasis on transgender individuals and issues. *RSVPS to adamsr@otc.edu are appreciated, but not necessary. Facilitator: Ren Adams.*

This session is also available to groups/departments/classes on request.

Thursday, February 7	2:30-3:30 p.m.	Richwood Valley Campus
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Behind Closed Doors? How Violence at Home Can Impact Student Performance

You interact with a student who often stares into space, doesn't turn homework in on time, and frequently misses class. While all of these can be symptoms of an unmotivated student, they can also be symptoms of a much more troubling cause. Domestic and dating violence has a wide reach in Southwest Missouri, and the effects of this violence reaches just as far. This session will dive into the complicated problem of interpersonal violence in Southwest Missouri and the effects of violence on concentration, performance, and degree completion. Resources will be identified both on campus and in the community to help students recover from violence and go on to be successful both academically and personally. *Facilitator: Rachel Swadley, OTC's Project HEAL Victim Advocate*

Wednesday, February 20	7:30-8:30 a.m.	Springfield Campus-ICE 127
Thursday, April 18	3:30-4:30 p.m.	Springfield Campus-ICE 127

Age Diversity and Stereotypes

In this workshop, we will explore cultural influence on the aging process, including common stereotypes and myths around aging. In addition, we will review research regarding the damage these stereotypes cause. *Facilitator: Eloise Thomas. No RSVP required.*

Tuesday, February 26	2:30-3:30 p.m.	Springfield Campus—ICW 108C
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General Sessions

Safe Zone Part I: Understanding Sexual Orientation

This two-hour session covers the basics of how to be an ally and/or safe person for our Lesbian, Gay, Bi, Trans and Questioning (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. Facilitators: Ren Adams and Dani Lacio. *RSVP appreciated but not necessary. To reserve a seat in this session, please email adamsr@otc.edu.*

Unless specifically requested, this will be the last semester that Safe Zone will be offered in a live session for a couple of semesters. MOSAIC is moving this to an online version.

Wednesday, February 27

2-4 p.m.

Springfield Campus-ICE 364

Diversity in the Workplace

This two-hour session continues the conversation about best practices for hiring committees. In this session, we will focus specifically on the value of diversity in the workplace, the debate over affirmative action, and address common obstacles hiring committees face in identifying the “best candidate for the position.” *No RSVP is required. Note: It is strongly encouraged that you attend HR’s “Interviewing Techniques” session before attending this workshop.*

Thursday, February 28

1-3 p.m.

Springfield Campus-ICW 219P (Brooks Conf Room)

Undocumented Students and How to Help

We continue to explore this “Hot Topic” as the growing number of undocumented students graduate high school and attempt to pursue their dreams. OTC is exploring how to help undocumented, DACA, and other “non-residential” students navigate higher education. Questions often arise in how to help this group of students pursue their dreams and what barriers are faced as they navigate higher education. OTC’s goal is to remove the hesitation of working with these students and open our doors to better serve them. *Facilitators: Barry Armstrong and Terri Fahnestock*

Tuesday, March 5

1-3 p.m.

Springfield Campus-ICW 108C

TBA-watch calendar for date and time

Lebanon Center

Safe Zone Part II: Basics of Gender Identity

This two-hour session will explore vocabulary of the Trans community, correct some common misconceptions and explore/explain some frequently asked questions (both appropriate or not). This session includes a panel discussion which allows participants to hear the real-life experiences of our Trans community at OTC. Facilitators: Ren Adams and Dani Lacio. *RSVP appreciated but not necessary. To reserve a seat in this session, please email adamsr@otc.edu.*

Unless specifically requested, this will be the last semester that Safe Zone will be offered in a live session for a couple of semesters. MOSAIC is moving this to an online version.

Wednesday, March 6

2-4 p.m.

Springfield Campus-ICW 233

TBA-watch calendar for date and time

Table Rock Campus

General Sessions

Better Relationships in 30 Seconds

Do you have trouble knowing how to relate to people who are different? Do you have trouble knowing how to relate to people you don't know, or even those you do? This presentation will introduce reciprocity heuristics, which are systems of responding to and interacting with people. We will cover three related reciprocity heuristics, including one that is well-known, and practice applying these three systems to current relationships in small discussion/interaction groups. A mix of information and practical application, this session has the potential to revolutionize how people view their professional and personal relationships and give them a guide to improve them in as little as 30 seconds. This presentation, including lecture, group activities, and discussion time, will be one hour. *Facilitator: Steve Fouse. No RSVP required.*

Thursday, March 7

2:30-3:30 p.m.

Richwood Valley Campus

Supporting Veteran Students

Are you interested in helping veteran students succeed at OTC? Great for student veterans, faculty, and staff, this 45-minute session will give you the tools you need to support veteran students at OTC. Come talk about your experiences, ask questions, and hear from veterans and those who work with them about how to make a difference for veteran students. *Sign up to reserve your seat by visiting bit.ly/OTCAdvising*

Friday, March 8

2-2:45 p.m.

Springfield Campus-ICW 108C

Effective Integration of Students with Disabilities

A short presentation about inclusive vocabulary and models of disabilities followed by a panel discussion/Q & A with students with disabilities. *Facilitators: Jeff Jones and Ren Adams. RSVP appreciated, but not necessary. For more information or to reserve a seat in this session, please email adamsr@otc.edu.*

TBA—Scheduled time is dependent on student availability (most likely March). Watch the calendar for more information or email adamsr@otc.edu to get on the email list.

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. *For more information, please email mosaic@otc.edu.*

This session is available to groups/departments/classes on request.

NOTE:

Check the [Employee Development](#) website for updates to the schedules. Sometimes sessions are added or room locations are changed.

Program/Department Showcase

The annual program/department showcase will feature the following areas of the College: Agriculture, Business, Drafting and Design, Graphic Design Technology, Health Information Technology, Heating Refrigeration & Air Conditioning, Machine Tool Technology, Occupational Therapy Assistant, Physical Therapist Assistant, Welding Technology, Electrical, Emergency Medical Services (Paramedic), English, Math and Biological Clinical Sciences. Come learn about these areas of the College. *All are welcome to attend.*

Tuesday, February 19

8:30-10:30 a.m.

Springfield Campus-LCN 211

Student Showcases

Our students are doing amazing things! Come support our students at their showcases. Watch the campus calendar for dates and times. If there are others, please let profdev@otc.edu know so it can get added to the schedule.

Dental Programs Poster Presentations
Graphic Design Portfolio Showcase
Fine Arts: *School House Rock Live!*
Fine Arts: Choir Concert

Classroom Sessions

All teaching/classroom sessions are offered through the Faculty Center. Please visit <https://bit.ly/2BbhaEI> for their schedule.

Advising Sessions

SPRING
2019

FIRST FRIDAY A.R.T.S.

Advisor Resource Training Seminars

**ADVISING
TOOLBOX**



**6 TOOLS YOU
CAN USE WITH
STUDENTS
IMMEDIATELY**

Every Hour,
On the Hour,
starting at 9am,
10am, 11am, 12pm,
1pm, 2pm, & 3pm

**SECRET
STUDENT
SUPPORTS**



**10 STUDENT
SUPPORTS YOU
MIGHT NOT
KNOW ABOUT**

Every Hour,
On the Hour,
starting at 9am,
10am, 11am, 12pm,
1pm, 2pm, & 3pm

**CORE 42 &
DEGREE
AUDITS**



**WHAT YOU
NEED TO
KNOW TO HELP
STUDENTS**

Every Hour,
On the Hour,
starting at 9am,
10am, 11am, 12pm,
1pm, 2pm, & 3pm

**HELP
STUDENTS
TRANSFER**



**PRO TIPS FOR
ADVISING
TRANSFERRING
STUDENTS**

Every Hour,
On the Hour,
starting at 9am,
10am, 11am, 12pm,
1pm, 2pm, & 3pm

Center for Workforce Development

Authentic Coaching

One of the skills necessary for every effective leader is the ability to effectively coach their employees. When a leader coaches their employees properly, they reinforce positive behaviors and correct negative behaviors. Some leaders, however, wait too long to address either behavior. High performers do not receive enough positive reinforcement and choose to leave the organization. Low performers continue their negative behaviors and stay in the organization. The resulting lack of performance impacts organizational results and can ultimately cause an organization's demise. This course helps managers understand and learn the basic knowledge, skills and abilities necessary to effectively coach employees. Participants will learn the reasons why we coach, proven techniques to proactively and reactively coach, the coaching process, how to use and create performance agreements, and how to use and apply the rule of three when coaching. *To register, please contact 447.8888 or visit <https://access.otc.edu/WebAdvisor/WebAdvisor?TOKENIDX=1611105762&SS=1&APP=ST&CONSTITUENCY=WBCE>*

Wednesday, February 27

Leading the Millennial Generation

As millennials enter the workforce, there is increasing pressure on leaders to change their methods of communication and leadership styles. Loyalty, expectations and work methods are different than Baby Boomers and Generation X. Organizations and leaders that recognize and adjust to these differences will be well-positioned to thrive as Millennials become the major component of their workforce. This course helps leaders identify barriers to service excellence and provides them with five leader practices to create a service culture geared towards the millennial generation. Participants will review current organizational and individual practices. They will learn methods to improve engagement and retention with new and existing employees.

To register, please contact 447.8888 or visit <https://access.otc.edu/WebAdvisor/WebAdvisor?TOKENIDX=1611105762&SS=1&APP=ST&CONSTITUENCY=WBCE>

Wednesday, March 20

Oral, Written and Email Communication

In today's technologically advanced world, we have more ways to communicate than ever before. Yet, many organizations still list a lack of communication as their number one problem. This course helps participants understand and learn the basic knowledge, skills and abilities necessary to effectively communicate in the workplace. Participants will explore the elements of effective communication and learn proven techniques to successfully send and receive messages. *To register, please contact 447.8888 or visit <https://access.otc.edu/WebAdvisor/WebAdvisor?TOKENIDX=1611105762&SS=1&APP=ST&CONSTITUENCY=WBCE>*

Wednesday, April 3

Coming Soon!

The Center for Workforce Development is in the process of scheduling additional sessions that may fit your employee development needs for the Table Rock Campus. Those topics include: Maximizing Time and Getting Results, Problem Solving/Decision Making, Taking the Heat: A Customer Services Approach, among others.

Visit their [website](#) to see their updated schedule.

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 have questions about the spring 2019 sessions, would like to suggest a topic for future sessions or would like to facilitate a session, please contact: profdev@otc.edu

Proposals for summer 2019 sessions are due to profdev@otc.edu by March 31, 2019.

Proposals for fall 2019 sessions are due to profdev@otc.edu by June 30, 2019.

Looking for Faculty Development/Classroom Sessions?

All teaching/classroom sessions are offered through the Faculty Center. Please visit <https://bit.ly/2BbhaEI> for their schedule.

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 Development Activities 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.

They also address Strategic Initiative One, Goal Three: Encourage professional development opportunities for faculty and staff aligned with institutional priorities and employee feedback.