**COAST COMMUNITY COLLEGE DISTRICT**

**MANAGEMENT TRAINING/WORKSHOPS 2010-2012**

**2010-11**

Jan. 20 & 21, 2011 IBB Training

April 18, 2011 Sexual Harassment Prevention Training for All Managers

**LCW WORKSHOPS 2010-11:**

Aug 27, 2010 9am - 12pm Limits on an Employer's Right to Medical Information

Sept. 17, 2010 9am - 12pm Crisis Management: How to Approach Chaos in an Organized and Thoughtful Manner

1pm - 4pm Human Resources Roundtable

Oct. 15, 2010 9am - 12pm Name that Section: Frequently used Ed Code and Title 5 sections for Community College Districts

1pm - 4pm Checking References: The Most Important Part of the Hiring Process for Community Colleges

Nov. 5, 2010 9am - 12pm Ethics in Public Service

Feb. 4, 2011 9am - 12m Handling Grievances

1pm - 4pm Sick and Disabled Employees

March 4, 2011 9am - 12pm Managing Performance through Evaluation

April 8, 2011 9am - 12pm Evaluation, Discipline & Non Re-employment of Contract Faculty

1pm - 4pm Going Outside the Classified Service: Short-term Employees, Substitutes, and Professional Experts

May 15, 2011 9am - 12pm Finding the Facts: Disciplinary & Harassment Investigations

1pm - 4pm Super Manager or Super Spy - The Use of Technology in Monitoring Employee Conduct

**2011-12**

October 10, 2011 Sexual Harassment Prevention Training Make-up Session for Managers

Jan. 13, 2012 Management Workshop ("Community Colleges in the Horizon")

Jan. 20, 2012 Management Workshop - CFE Contract Updates

Feb 24, 2012 IBB Training

**LCW WORKSHOPS 2011-12**

Sept. 16, 2011 9am - 12pm The ABC's of Sustaining Discipline

Oct. 14, 2011 9am - 12pm Human Resources Academy 1 for Community College Districts

Nov. 18, 2011 9am - 12pm Exercising Your Management Rights

Dec. 9, 2011 9am - 12pm Mandated Reporting

Jan 20, 2012 9am - 12pm Public Sector Employment Law Update

Feb. 10, 2012 9am - 12pm Sick and Disabled Employees

1pm - 4pm The Disability Interactive Process

March 16, 2012 9am - 12pm Terminating the Employment Agreement

Apr. 13, 2012 9am - 12pm Human Resources Academy II for Community College Districts

May 11, 2012 9am - 12pm Creating a Culture of Respect

1pm - 4pm Speaking Freely or Shouting "Fire"

June 8, 2012 9am - 12pm Prevention and Control of Absenteeism and Abuse of Leave

**2012-13 (So Far)**

Aug. 15, 2012 Labor Relations Legal Training for Managers