

Human Resources Professional Development Training Series 2014-15



San Bernardino County
Superintendent of Schools



Professional Development Training Series 2014-15

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Providing opportunities for professional development workshops and training programs is work that I applaud from our County Schools' Human Resources office for the 2014-15 academic year.

At San Bernardino County Superintendent of Schools, taking leadership in these efforts is an expectation of our support to the 33 schools districts, more than 530 schools and 411,000 students who attend public schools from kindergarten through 12th grade in San Bernardino County.

The series of workshops and trainings detailed in this catalog will benefit new employees who are just beginning their careers in education, as well as experienced educators who seek to update their skills. Topics ranging from credentialing to discipline training provide a relevant range of topics beneficial to all educational professionals.

I look forward to a successful academic year for all our public school students and hope that educators throughout the county are able to take advantage of these professional development trainings to enrich their careers and transform lives through education.



Gary S. Thomas

Presenter Biographies

Lisa Norman, Ed.D.

**Assistant Superintendent, Human Resources
San Bernardino County Superintendent of Schools**

Dr. Lisa Norman has been a teacher, principal, director of certificated personnel, and assistant superintendent of Human Resources. Dr. Norman has worked for the Los Angeles Unified School District, Beaumont Unified School District and currently for San Bernardino County Superintendent of Schools as the assistant superintendent of Human Resources. Dr. Norman holds a bachelor's degree in Child Development, as well as Educational Administration and Education Specialist credentials; master's degrees in Child Development and Educational Administration; and a doctorate in educational leadership with an emphasis in Curriculum and Instruction. She has attended United States Military Academy at West Point; California State University, Los Angeles; and the University of Phoenix. Her educational career spans 24 years of service.



Heather Williams, Ed.D.

**Director of Human Resources
San Bernardino County Superintendent of Schools**

Dr. Heather Williams is the director of Human Resources for the San Bernardino County Superintendent of Schools. She has served as a teacher, assistant principal, principal, director of Special Education and director of Human Resources prior to joining County Schools. Dr. Williams received her bachelor's degree from Cal Poly Pomona, her master's in Educational Administration from Cal State University, San Bernardino, and her doctorate in Educational Administration from University of California, Irvine. She is a member of the Association of California School Administrators (ACSA) and has completed the ACSA academies in both Personnel and Special Education. In 2010, Dr. Williams was named ACSA Special Education Administrator of the Year for San Bernardino County. Dr. Williams continues to fulfill her passion for teaching by serving as an adjunct professor for California Baptist University in the School of Education. Dr. Williams has presented multiple staff development opportunities in areas such as curriculum, student achievement, special education, employee discipline, employee investigations, implementation of the FRISK Model and sexual harassment.



Dawn Nishanian

**Manager, Human Resources
San Bernardino County Superintendent of Schools**

Dawn Nishanian is a manager on special assignment with the San Bernardino County Superintendent of Schools' Human Resources. Nishanian's experience as an educator spans over 30 years. She began her career as a special education teacher for the deaf and hard-of-hearing after earning her bachelor's degree in education from Michigan State University. Nishanian earned a master's degree, with an emphasis on students with learning disabilities, from Wayne State University and master's in education, with an emphasis in administration from the University of Phoenix. She is currently pursuing a doctorate in educational leadership with an emphasis in special education from Grand Canyon University. Nishanian has more than 20 years of classroom experience ranging from preschool through high school and over 15 years of service as an itinerant teacher of the deaf and hard-of-hearing. She has served as both a lead teacher and as a mentor teacher. Nishanian's awards include being named as one of Michigan's Outstanding Teachers of the Deaf in 1983 and SBCSS West End Teacher of the Year in 2013.



Jenny Teresi

**Senior Manager/Liaison, Credential Services
San Bernardino County Superintendent of Schools**

Jenny Teresi is the senior manager/liaison of Credential Services for the San Bernardino County Superintendent of Schools. Her experience in California credentialing spans 22 years, serving at both the district and county levels. Jenny and her team provide assistance, training and support to school districts navigating credential application requirements and complying with state mandated monitoring certificated assignments. In her role as liaison, Teresi represents the interests of district human resources administrators at California Commission on Teacher Credentialing (CTC) meetings in Sacramento and published "CTC Watch," an update of changes in California credentialing. In 2012, Teresi was honored by the California County Superintendents Educational Services Association with the Star Award, and in 2013, by the Association of California School Administrators with the Region 12 Human Resources Administrator of the Year honor.



Presenter Biographies

Nancy Johnson

Staff Development Specialist

San Bernardino County Superintendent of Schools

Nancy Johnson is the staff development specialist for Human Resources at the San Bernardino County Superintendent of Schools. Johnson holds a bachelor's degree in business management and a master's degree in business administration, both from the University of Phoenix. Johnson has more than 10 years of experience as a trainer/facilitator/presenter. She is certified as a trainer in the following programs: TalentSmart® Emotional Intelligence, Level I and II; True Colors, Keys to Personal Success; ASTD—Managing the Learning Function; ASTD—Designing Learning; and Achieve Global Certified Instructor. Johnson's professional development expertise is in the area of "soft skills"—the process of learning and developing one's behavioral competencies of interpersonal skills. Johnson has also presented a variety of professional development trainings in the areas of leadership development, new manager and supervisor trainings. Johnson truly believes that life-long learning is one of the keys to personal and professional growth for everyone. Johnson has served on the California State University, San Bernardino's Institutional Review Board since 2007.



Michelle Carrillo

Unemployment Insurance Technician

San Bernardino County Superintendent of Schools

Michelle Carrillo is the unemployment insurance technician for the San Bernardino County Superintendent of Schools. Carrillo has seven years' experience representing the districts in San Bernardino County for unemployment insurance. Her duties include serving as a representative at appeal hearings. Carrillo's background includes 21 years with County Schools, eight of those as a certificated personnel technician. Carrillo currently holds the position of vice-chair and has been a member of the Unemployment Insurance Technical Subcommittee for seven years, which includes presenting at seminars throughout the state.



Singrid Sesmundo

Employee Benefits Technician

San Bernardino County Superintendent of Schools

Singrid Sesmundo has worked with the San Bernardino County Superintendent of Schools since 1996. Sesmundo has worked in Payroll and Human Resources during her employment with SBCSS. In 2004, she became the organization's employee benefits technician. Sesmundo is responsible for maintaining the health benefits for all current and former employees and their families.



Presenter Biographies

Stephen Vaughn

**Area Director, Desert/Mountain Ed. Support Center
San Bernardino County Superintendent of Schools**

Stephen Vaughn started his educational career as an elementary teacher. He taught third through sixth grade in various combinations for ten years. He served as an assistant principal of a junior high for one year and then was selected to open a brand new elementary school, where he was the principal for six years. He was promoted to the position of Assistant Superintendent of Curriculum and within two years, he was selected to be the Superintendent of the Adelanto School District. He held that position for five years. For the last eleven years, he has served as the Area Director of the Desert Mountain Region of the San Bernardino County Superintendent of Schools. He has been a cadre member of TICAL (Technology Information Center for Administrative Leadership) for thirteen years. He has provided staff development in the areas of technology, special education and Positive Psychology for more than a decade.



Troy Hutchings, Ed.D.

**Research Chair – Education
University of Phoenix, School of Advanced Studies**

Dr. Troy Hutchings researches, writes, speaks, and develops materials on a national level in the areas of teacher sexual misconduct with students, educator decision-making, and the professional continuum-of-responsibility associated with a framework for an ethical and legal teaching practice. Dr. Hutchings provides training to numerous stakeholders including the U.S. Army; state and national policy groups; legal and investigative practitioner organizations; teacher education administrators; school district administrators and teachers; state teacher associations; department of education leaders; and licensing officials across the United States and in Canada. Dr. Hutchings is an expert witness in the field of educator misconduct, actively collaborates with state, provincial, and federal agencies on policy initiatives, and develops university curricula on educator ethics and law. He has served as a Subject Matter Expert on projects as diverse as the development of the national Model Code of Educator Ethics, the Georgia Educator Ethics Assessment and even a full-length interactive movie, "The Good Teacher," dealing with teacher sexual misconduct with students. Dr. Hutchings' contributions to educator professional practices were recognized nationally by the National Association of State Directors of Teacher Education and Certification in 2009, when he received the Annual Doug Bates Award and gave the associated lecture.



Dr. Hutchings has a record of teaching, research, leadership and administrative responsibilities at Northern Arizona University's College of Education that spanned 12 years, and is currently the Research Chair for Education at the University of Phoenix. He also served as a high school administrator, teacher, and coach in public and private schooling environments for 16 years, resulting in numerous school, district, and state teaching awards.

Dr. Hutchings earned his B.S. in English Education from the University of South Dakota, M.A. in Secondary Education from Arizona State University, M.Ed. in Educational Leadership from Northern Arizona University, and his doctorate in Educational Leadership from Northern Arizona University.

Presenter Biographies

Sharon J. Ormond, Partner

Education Law, Employment Law
Atkinson, Andelson, Loya, Ruud & Romo
A Professional Law Corporation



Experience

Sharon Ormond is a partner in the Cerritos office. She represents California public sector employers in all aspects of labor relations and personnel matters, including certificated and classified discipline, reductions in force, unfair practice charges, contract grievances, and the investigation and defense of discrimination, harassment, whistleblower, and retaliation claims. Her practice also includes advice and counsel in First Amendment rights, wage and hour compliance, leaves of absence, disability accommodations, technology use issues and Brown Act compliance.

Ormond regularly represents employers before the Office of Administrative Hearings, the Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, the Public Employment Relations Board, the Office of the California Labor Commissioner, and in federal and state courts. In one such case, she helped a public employer secure a 12-0 jury verdict in its favor in a case of alleged discrimination and retaliation.

Education

Ormond received her bachelor of arts degree in Political Science (Public Law emphasis) from the University of California at Los Angeles, and her Juris Doctor, magna cum laude, from Whittier College School of Law, where she was a lead articles editor for the Whittier Law Review and a dean's merit scholar. During law school, Ormond interned for Justice Earl Johnson Jr., in the California Court of Appeals, Second Appellate District, Division Seven.

Admissions

1998, California; U.S. District Court, Central District; U.S. Court of Appeal, Ninth Circuit.

Memberships

State Bar of California; Labor and Employment Law and Public Law Sections; National School Boards Association, Council of School Attorneys; California School Boards Association, Council of School Attorneys.

Publications and Speaking Engagements

Ormond conducts workshops and training sessions for public education agencies and professional associations, including ACSA, CASBO, ACHRO and WACUBO on a variety of employment and school law issues, including the FRISK® Documentation Model and investigations. She assisted with the development of AALRR's ePROOF® materials for investigating technology incidents and serves as an ePROOF® trainer. She is a frequent contributor to the firm's many publications and blogs.

Eugenia Turner, MSW

**Training and Development Specialist
Performance, Education & Resource Centers
County of San Bernardino**

Eugenia Turner holds a Master of Social Work degree from California State University, San Bernardino. Since 1996, Turner has been an adjunct faculty member for San Bernardino Community College District. Turner has instructed at both San Bernardino Valley College and Crafton Hills College in the Human Services Department. Turner has more than 20 years experience of working in multi-cultural environments. Populations she has worked with extensively include abused children and their parents; at risk teens and their families; incarcerated youth and adults; and homeless populations. She has served in numerous capacities including training supervisor, early childhood, secondary and post secondary educator, leadership trainer, performance and life skills counselor, and consultant in both the private and public sector. Turner's expertise is in customized workshop development and facilitation. Her focus of expertise includes performance management, customer service, diversity training and leadership development for line, supervisor, management, and executive level staff. Turner has been employed by the County of San Bernardino for 23 years, where she currently serves as a training and development specialist. Turner conducts countywide trainings and facilitates workshops in both the Fundamentals of Management series and in San Bernardino's premier management training program—the Management Leadership Academy.



Joe Woodford

Joe Woodford retired from San Bernardino City Unified School District in 2002. He has more than 40 years personnel and labor relations experience. During his active career, he has conducted countless sexual harassment and other workplace investigations for school districts and other employers. Currently his post-retirement professional activities include working as an arbitrator, hearing officer, mediator and expert witness. Joe is co-author of Supervisor's Guide to Documentation and File Building for Employee Discipline, which is a practical how-to manual. He is also the author of the popular handbook, Supervisor's Guide to Contract Administration and Grievance Handling.

Joe is a true expert on sexual harassment and other types of workplace harassment and discrimination. He is known for his lively give and take presentations.



Progressive Discipline Training

Early Strategies to Improve Performance



Understanding that effective observation and feedback is vital to improving employee performance, supervisors should know what behaviors trigger the disciplinary process and how to write disciplinary documents that provide the best chance of changing negative employee behavior. Supervisors also should know how to ensure that disciplinary documents will be relevant and usable, if needed, to support further disciplinary action. This course will provide an overview of the disciplinary process and teaches how and where to begin.

Outcomes

- Analyze employee conduct and determine if disciplinary documentation is needed;
- Conduct effective informal observations and feedback from conferences;
- Know how to properly document employee conferences;
- Locate and use employee rules, regulations, policies and procedures;
- Write an effective employee performance improvement plan;
- Describe the basic steps in the disciplinary process that leads to dismissal.

Target Audience

Managers, Supervisors, Administrators and Aspiring Leaders

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Lisa Norman, Ed.D. /Heather Williams, Ed.D.

Cost

\$25 SBCSS Employees

\$50 Non-SBCSS Employees

September 25, 2014

Register

<http://oms.sbcss.k12.ca.us/66-86891>

March 4, 2015

Register

<http://oms.sbcss.k12.ca.us/66-86896>

Location

Brier Building - Arrowhead Conference Room
760 E. Brier Drive
San Bernardino, CA 92408

Progressive Discipline Training



Investigations/Interviews

Conducting a thorough investigation requires an understanding of how to gather evidence. Such information may include understanding the physical location, relevant witnesses and any substantial information that can assist the investigator toward gaining a better understanding of the circumstances surrounding the occurrence. This workshop will include basic interview techniques that will help the investigator appropriately facilitate the interview process.

Outcomes

- Develop witness lists and take witness statements;
- Describe administrative leave provisions;
- Understand employee union rights during an investigation;
- Provide proper notice to involved parties;
- Interview and document employees accused of misconduct;
- Summarize investigative result and recommend personnel action.

Target Audience

Managers, Supervisors, Administrators and Aspiring Leaders

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Sharon J. Ormond, Partner, AALRR

Cost

\$50 SBCSS Employees
\$100 Non-SBCSS Employees

October 2, 2014

Register

<http://oms.sbcss.k12.ca.us/66-86897>

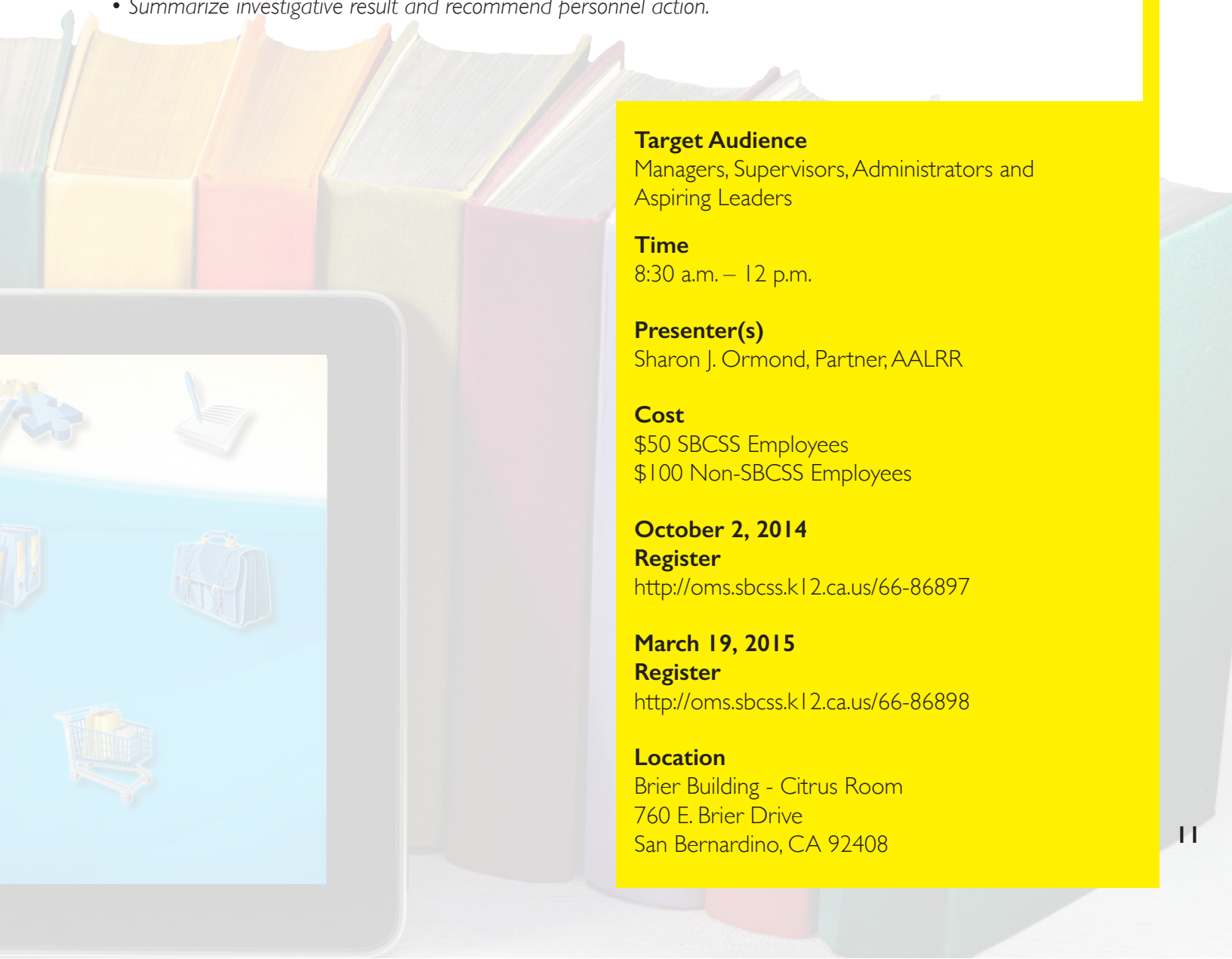
March 19, 2015

Register

<http://oms.sbcss.k12.ca.us/66-86898>

Location

Brier Building - Citrus Room
760 E. Brier Drive
San Bernardino, CA 92408





Evaluations - What is Effective Feedback?

Effective Feedback is a critical element toward improving performance. Supervisors should know how to use the evaluation process as a mechanism to motivate and lead staff to perform at a superior level. This course will provide an overview of the certificated and classified evaluation process to include timelines, formal and informal observations, observation feedback and relevant documents. Learning how to identify and clearly articulate relevant and meaningful information within the evaluation will lead to continuous employee improvement.

Outcomes

- Describe the SBCSS evaluation processes;
- Understand how to recognize mediocre employees;
- Conduct and document preliminary and post evaluation conferences;
- Summarize observation results as described through rubrics;
- Identify methods and techniques to provide effective feedback.

Target Audience

Managers, Supervisors, Administrators and Aspiring Leaders

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Lisa Norman, Ed.D./Heather Williams, Ed.D.

Cost

\$25 SBCSS Employees

\$50 Non-SBCSS Employees

December 11, 2014

Register

<http://oms.sbcss.k12.ca.us/66-86919>

April 9, 2015

Register

<http://oms.sbcss.k12.ca.us/66-86920>

Location

Brier Building - Citrus Room
760 E. Brier Drive
San Bernardino, CA 92408



FRISK

The FRISK Documentation Model is a proven communication framework for successfully remediating performance problems and developing legally defensible documentation when discipline is necessary. The FRISK framework lays out, in clear and simple terms, the basic points that evaluators should include in feedback to employees to satisfy just cause requirements, promote positive change and provide a clear understanding of performance expectations. The framework details are explained in a clear, comprehensive FRISK handbook that includes key points, examples and templates designed as a practical resource guide for evaluators.

Outcomes

- Learn how to use a documentation model to help supervisors identify, document and notify employees of a performance concern;
- Understand how to apply progressive discipline that supports improved performance and documentation of corrective action;
- Develop an effective source of documentation when performance concerns become grounds for appropriate disciplinary action.

Target Audience

Managers, Supervisors, Administrators and Aspiring Leaders

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Sharon J. Ormond, Partner, AALRR

Cost

\$50 SBCSS Employees
\$100 Non-SBCSS Employees

December 3, 2014

Register

<http://oms.sbcss.k12.ca.us/66-86987>

April 15, 2015

Register

<http://oms.sbcss.k12.ca.us/66-86988>

Location

Brier Building - Arrowhead Room
760 E. Brier Drive
San Bernardino, CA 92408



Progressive Discipline Training

Beyond FRISK



“I have appropriate documentation, now what?”

Appropriate documentation that details continued problems and patterns of behavior documented through the FRISK Model require next steps for remedy. These steps include further documentation, such as a statement of charges, a notice of unprofessional conduct, due process and the appeal process. Dependent on the classification of an employee, this workshop will assist in describing the unique differences in the process for certificated, classified and management employees.

Outcomes

- Learn what appropriate and sufficient documentation entails;
- Develop an understanding and review a sample notice of unprofessional conduct;
- Understand the unique difference in the disciplinary process for certificated, classified and management employees.

Target Audience

Managers, Supervisors, Administrators and Aspiring Leaders

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Sharon J. Ormond, Partner, AALRR

Cost

\$50 SBCSS Employees

\$100 Non-SBCSS Employees

January 8, 2015

Register

<http://oms.sbcss.k12.ca.us/66-86989>

Location

Brier Building - Citrus Room

760 E. Brier Drive

San Bernardino, CA 92408

May 20, 2015

Register

<http://oms.sbcss.k12.ca.us/66-86990>

Location

Brier Building - Arrowhead Room

760 E. Brier Drive

San Bernardino, CA 92408





Understanding the SBCSS-Union Contracts

“How does the decision-making process work?”

This workshop will provide information within the negotiated bargaining agreement, based on common understandings and shared decision-making. Learn how the language in a contract serves as the guide and basis for the practices and structures that exist within the organization. This informative workshop will provide information that is relevant as it relates to leaves, stipends, evaluations, salary and benefits.

Outcomes

- A basic understanding of how to read and understand the contracts;
- Updates within the agreement including memorandums of understanding;
- Provide a basis for questions and answers toward interpreting your contract.

Target Audience

SBCSS Managers, Supervisors, Administrators and Aspiring Leaders

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Lisa Norman, Ed.D. / Heather Williams, Ed.D.

Cost

No fees

October 22, 2014

Register

<http://oms.sbcss.k12.ca.us/66-86922>

Location

Brier Building - Arrowhead Room
760 E. Brier Drive
San Bernardino, CA 92408

April 23, 2015

Register

<http://oms.sbcss.k12.ca.us/66-86925>

Location

Brier Building - Citrus Room
760 E. Brier Drive
San Bernardino, CA 92408



Superintendent Policy and Procedures

“What is the 4000 series?”

The understanding and application of key superintendent policies and procedures within the Human Resources' 4000 series, will be reviewed. Understanding how to read the 4000 series is essential in an employee's everyday work. The application and interpretation of the series as it applies to classified, certificated, confidential and management will be discussed. This workshop will assist administrators in translating policy into action.

Outcomes

- *Identify the necessity for having organizational policies and procedures;*
- *Understand the differences between policies and procedures;*
- *Understand the link between an organization's values and its policies and procedures;*
- *Examine the principles behind successful policy and procedure implementation.*

Target Audience

SBCSS Managers, Supervisors, Administrators, Aspiring Leaders, Confidential

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Lisa Norman, Ed.D. /Heather Williams, Ed.D.

Cost

No fees

January 30, 2015

Register

<http://oms.sbcss.k12.ca.us/66-86930>

May 29, 2015

Register

<http://oms.sbcss.k12.ca.us/66-86931>

Location

Brier Building – Citrus Room
760 E. Brier Drive
San Bernardino, CA 92408





Child Abuse Reporting

This training is provided for mandated reporters, in conjunction with California's Penal Code. It includes an overview of child abuse and neglect, elderly and dependent abuse and neglect, mandated reporting requirements and procedures, as well as other valuable resources.

Outcomes

- Gain an understanding of who are mandated reporters;
- Describe what is child abuse and neglect;
- Determine what must be reported and how to report.

Target Audience

Supervisors, Administrators and Aspiring Leaders

Time

8:30 a.m. – 12 p.m.

Presenter(s)

San Bernardino County CFS Representative(s)

Cost

No fees

February 5, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88422>

May 6, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88423>

Location

Brier Building – Citrus Room
760 E. Brier Drive
San Bernardino, CA 92408



Leadership

Developing an Ethical and Legal Framework for the Education Profession: An Imperative



This interactive workshop will focus on the controversial premise that all K-12 employees who interact with students are susceptible to the slippery slope of decision-making that may lead to incremental boundary violations. Individual decision-making, situational variables and systemic contributors will be framed through multiple lenses in a provocative and compelling manner. Through case studies, research, actual scenarios, video clips, engaging models of understanding and lively discussion, the complexity of competing tensions inherent within the profession will be examined. Workshop topics will also include educator sexual misconduct with students, the eroticization of students through contemporary media, false allegations made against district employees and the trajectory of ethical decision-making as it applies to the fast-paced challenge of everyday K-12 education.

Target Audience

Supervisors, Educators, District Administrators and Aspiring Leaders

Time

8:30 a.m. – 4 p.m.

Presenter(s):

Troy Hutchings, Ed.D.

Cost

\$100 SBCSS Employees

\$200 Non-SBCSS Employees

November 19, 2014

Register

<http://oms.sbcss.k12.ca.us/66-88400>

Location

JPA, SCS Conference Center
1950 S. Sunwest Lane, Suite 100
San Bernardino, CA 92408-3264

April 29, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88415>

Location

Brier Building – Arrowhead Room
760 E. Brier Drive
San Bernardino, CA 92408

Outcomes:

As educational leaders, workshop participants will be challenged to

- Examine their roles in fostering a stronger, healthier environment for student safety and welfare;
- Promote appropriate decision-making among district employees;
- Enhance our profession's ability to bear public scrutiny; and inspire the public's confidence.



Discovering Emotional Intelligence (EQ) – Level I (You are encouraged to also complete the Developing EQ training for maximum benefits)

Emotional Intelligence matters.

Whether you are aware of them or not, emotions are intertwined in everything you think, do and say each day on the job, in your career and throughout your life. Emotional Intelligence (EQ) is how you handle yourself and others on the job. Your EQ consists of four core skills: Self-Awareness, Self-Management, Social Awareness and Relationship Management.

People who develop their EQ communicate effectively, handles stress well, make good decisions, handle conflict productively, are better team players, respond flexibly to change, influence others more and provide top-notch performance.

Outcomes

- Discover what EQ is, and why it matters at work;
- Broaden your awareness of the role of your emotions in your job, your profession and at work;
- Explore the four EQ skills in action;
- Discuss real world examples and experiences, what works, what doesn't, and what to do next time;
- From the EQ Appraisal assessment results, understand your current level of emotional intelligence (strengths and weaknesses) and where to focus your development;
- Complete your own EQ Development Plan to include one EQ goal and specific EQ practice strategies that will help you achieve this goal.

Target Audience

Supervisors, Administrators, Teams, Aspiring Leaders and Support Staff

Time

8:30 a.m. – 4 p.m.

Presenter(s)

Nancy Johnson

Cost

\$100 SBCSS Employees
\$200 Non-SBCSS Employees

December 9, 2014

Register

<http://oms.sbcss.k12.ca.us/66-88654>

May 14, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88655>

Location

Brier Building – Arrowhead Room
760 E. Brier Drive
San Bernardino, CA 92408



Developing Emotional Intelligence (EQ) – Level II

Pre-Requisite: You must complete Discovering EQ, Level I in order to attend

Train Your EQ Brain.

You know emotional intelligence matters, and you've begun to practice. Now you need to learn how to tackle the barriers to self-awareness, self-management, social awareness and managing relationships. Anyone who gives ongoing attention to practicing their EQ skills will increase their self-knowledge and ability to handle stress, communicate effectively, make good decisions, manage conflict, be a team player and respond flexibly to change, influence others and provide top-notch performance.

Outcomes

- Dive into the four core EQ skills;
- Explore your reactions to a range of emotions and lean into their discomfort for deeper self-knowledge and stress management;
- Discuss real world examples and experiences, what works, what doesn't and what to do next time;
- Analyze and reframe your negative self-talk patterns;
- Practice observing an EQ scenario at work or get EQ feedback from those you work with;
- Discover the role your emotions play in conflicts and the EQ strategies that will help you address future conflicts sooner and better.

Target Audience

Supervisors, Administrators, Teams, Aspiring Leaders and Support Staff

Time

8:30 a.m. – 4 p.m.

Presenter(s)

Nancy Johnson

Cost

\$200 SBCSS Employees

\$300 Non-SBCSS Employees

December 12, 2014

Register

<http://oms.sbcss.k12.ca.us/66-86936>

May 22, 2015

Register

<http://oms.sbcss.k12.ca.us/66-86937>

Location

Brier Building – Arrowhead Room
760 E. Brier Drive
San Bernardino, CA 92408



Diversity Has More Than 3 Dimensions

This workshop examines diversity and its various components related to an individual's perceptions, experiences, values, home and work environments. Activities are used in the class for participants to be more actively involved and engaged in the learning process.

Outcomes

- *Examine diverse cultures, experiences, and values the other employees and customers bring to the work environment;*
- *Explore the impact of differences in the workplace;*
- *Recognize and describe the correlation between multiple generations and efficiency in the workplace.*

Target Audience

Supervisors, Administrators, Aspiring Leaders, Support Staff

Time

8:30 a.m. – 4 p.m.

Presenter(s)

Eugenia Turner, San Bdn. Co. PERC

Cost

\$100 SBCSS Employees

\$200 Non-SBCSS Employees

October 30, 2014

Register

<http://oms.sbcss.k12.ca.us/66-88408>

February 18, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88409>

April 3, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88410>

Location

Brier Building – Arrowhead Room
760 E. Brier Drive
San Bernardino, CA 92408



Facilitation Skills

It is impossible to be part of an organization today and not attend meetings. Staff meetings, project meetings, planning and coordinating meetings—they all take time. There is a growing realization that we have to pay attention to the process elements of meetings, if we want them to be effective. With its focus on asking rather than telling, and listening to build consensus, facilitation is the new leadership ideal, the core competency everybody needs. Managers and supervisors are often asked to facilitate rather than instruct or manage their meetings and training sessions. This workshop has been created to make core facilitation skills better understood and readily available.

Outcomes

- Distinguish facilitation from instruction and training;
- Identify the competencies linked to effective small group facilitation;
- Understand the difference between content and process;
- Use common process tools to make meetings easier and more productive.

Target Audience

Supervisors, Administrators and Aspiring Leaders

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Nancy Johnson

Cost

\$25 SBCSS Employees

\$50 Non-SBCSS Employees

December 18, 2014

Register

<http://oms.sbcss.k12.ca.us/66-88405>

June 5, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88923>

Location

Brier Building – Citrus Room

760 E. Brier Drive

San Bernardino, CA 92408



Mandated Sexual Harassment Awareness Training

In 2004, California enacted AB 1825, mandating two hours of sexual harassment awareness training and education for all supervisors. Newly appointed supervisors must receive training within six months of appointment; thereafter, supervisors are required to complete sexual harassment training every two years.

SBCSS is offering four opportunities to participate in this state-mandated training. Managers who are due for their biennial training are welcome to attend one of the workshops listed below in order to complete this state-mandated training.

Target Audience

Managers who supervise staff

Time

9 a.m. – 11 a.m.

Presenter(s)

Joseph Woodford

Cost

\$40 per attendee

September 11, 2014

Register

<http://oms.sbcss.k12.ca.us/66-88307>

January 7, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88308>

April 16, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88309>

June 11, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88310>

Location

Brier Building – Citrus Room
760 E. Brier Drive
San Bernardino, CA 92408





Leadership

Self-Motivation

How Do I Motivate Me? Let Me Count the Ways.

How Do I Motivate Me? Let me count the ways... This workshop is part one of a two-part series and is based on the works of Steven Chandler's book entitled, "100 Ways to Motivate Yourself: Change Your Life Forever." The intent of this workshop is to provide techniques designed to break down barriers that prevent fulfilling goals. This workshop is geared toward managers, supervisors, or individuals who have the desire to explore ideas to help motivate people to take action. The first step in motivating others is motivating one's self. The intent of this workshop is to provide proven methods to help examine and change the way one thinks. Before anyone can motivate others, people must first understand what motivates them.

Outcomes

- Identify barriers or motivation blockers;
- Gain insight into various motivational strategies;
- Identify personal goals;
- Explore strategies to remain on track to achieving goals;
- Gain insight regarding the connection between personal motivation and motivating others;
- Create a personalized action plan;
- Distinguish facilitation from instruction and training;
- Identify the competencies linked to effective small group facilitation;
- Understand the difference between content and process;
- Use common process tools to make meetings easier and more productive.

Target Audience

Supervisors, Administrators and Aspiring Leaders

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Dawn Nishanian

Cost

\$25 SBCSS Employees

\$50 Non-SBCSS Employees

September 18, 2014

Register

<http://oms.sbcss.k12.ca.us/66-88755>

Location

Brier Building – Citrus Room

760 E. Brier Drive

San Bernardino, CA 92408

Leadership

Motivating Others

How Do I Motivate Thee? Let Me Count the Ways.



This workshop builds upon the workshop “Self-Motivation” and is again, based on Steve Chandler’s book, “100 Ways to Motivate Others.” The purpose of this workshop is to equip managers, supervisors, and leaders with tools and techniques to persuade and inspire others to take action. Leadership can be challenging; but it can also be fun for those equipped with tried-and-proven ways to inspire the people one leads.

Outcomes

- Review keys to motivating others;
- Identify barriers or motivation blockers;
- Understand the significance of employee recognition;
- Explore effective motivational strategies unique to the workplace;
- Discover fun strategies, inexpensive, and often no-cost incentives;
- Create an employee recognition action plan.

Target Audience

Supervisors, Administrators and Aspiring Leaders

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Dawn Nishanian

Cost

\$25 SBCSS Employees

\$50 Non-SBCSS Employees

February 26, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88759>

Location

Brier Building – Citrus Room

760 E. Brier Drive

San Bernardino, CA 92408



The Complete Professional

Customer Service Fundamentals

In order to meet the organization's mission and strategic goals, emphasis should be placed on customer relationships and service excellence. Customers are valuable assets for our organization and often times people lose sight of what it takes to meet and/or exceed customer expectations. Customer service is a part of our everyday existence, and there are many fundamentals of delivering great service.

Outcomes

- *Identify the fundamentals of delivering great service;*
- *Recognize how your work supports the organizations strategic goals.*
- *Develop the skills it takes to improve and exceed customer expectations.*

Target Audience

All staff

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Nancy Johnson

Cost

\$25 SBCSS Employees

\$50 Non-SBCSS Participants

September 26, 2014

Register

<http://oms.sbcss.k12.ca.us/66-88437>

February 27, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88438>

Location

Brier Building – Citrus Room
760 E. Brier Drive
San Bernardino, CA 92408



The Complete Professional

Diversity Has More Than 3 Dimensions

This workshop examines diversity and its various components related to an individual's perceptions, experiences, values, home and work environments. Activities are used in the class for participants to be more actively involved and engaged in the learning process.

Outcomes

- Examine diverse cultures, experiences, and values the other employees and customers bring to the work environment;
- Explore the impact of differences in the workplace;
- Recognize and describe the correlation between multiple generations and efficiency in the workplace.

Target Audience

Supervisors, Administrators, Aspiring Leaders, Support Staff

Time

8:30 a.m. – 4 p.m.

Presenter(s)

Eugenia Turner, San Bdn. Co. PERC

Cost

\$100 SBCSS Employees
\$200 Non-SBCSS Employees

October 30, 2014

Register

<http://oms.sbcss.k12.ca.us/66-88408>

February 18, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88409>

April 3, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88410>

Location

Brier Building – Arrowhead Room
760 E. Brier Drive
San Bernardino, CA 92408





The Complete Professional

Essential Skills for Support Staff

This workshop is designed for those who work in support positions, to help them improve everyday performances in an office environment. Support staff will learn techniques for time management, have the opportunity to develop some strategies for acting more assertively and build better relationships with those around them and with the person to whom you report.

Outcomes

- Understand the importance of, and be better able to present a professional presence on the job;
- Improve your ability to organize, plan, prioritize and self-manage;
- Improve critical communication skills;
- Recognize techniques for being more assertive.

Target Audience

Internal Support Staff; District Support Staff

Time

8:30 a.m. – 4 p.m.

Presenter(s)

Nancy Johnson

Cost

\$50 SBCSS Employees

\$100 Non-SBCSS Participants

~~November 6, 2014~~ **November 13, 2014**

Register

<http://oms.sbcss.k12.ca.us/66-88411>

April 10, 2015

Register

<http://sbcss.k12oms.org/66-91858>

Location

Brier Building – Citrus Room

760 E. Brier Drive

San Bernardino, CA 92408



The Complete Professional

Got SBCSS Style?

Understanding the SBCSS Communications Style Guide

Publications produced by San Bernardino County Superintendent of Schools (SBCSS) staff are representative of the county superintendent and the work of the organization as a whole. Join us for an informative workshop that will address issues of projecting a unified identity through every form of media that is produced and distributed to promote our student-focused organizational goals.

Outcomes

- *Identify the importance of being consistent in written communications;*
- *Revisit the rules of good grammar and clear communication;*
- *Gain an understanding of the SBCSS Communications Style Guide.*

Target Audience

All SBCSS staff

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Nancy Johnson and Marina Jimenez

Cost

\$25 SBCSS Employees

November 21, 2014

Register

<http://oms.sbcss.k12.ca.us/66-88795>

March 27, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88796>

Location

Brier Building – Citrus Room
760 E. Brier Drive
San Bernardino, CA 92408





The Complete Professional

This is Your Brain on Positivity. Any Questions?

Everyone wants to be happy, but what does that really mean and how do we go about doing it? In the last decade a new field of psychology has emerged with definitive and research-based answers: Positive Psychology—the study of those who are outstanding in any particular field and how being positive is the key factor in their exceptionality.

This is an introductory presentation on the application of Positive Psychology research to the educational environment.

Outcomes

- *Learn the foundational principles of Positive Psychology and how to apply them to their work as educators;*
- *Learn specific skills to improve their individual and team's positive to negative mental/emotional ratio;*
- *Learn how to leverage this research-based knowledge to provide support to students and others in their learning and quest for wellbeing.*

Target Audience

All Staff, District Support Staff

Time

8:30 a.m. – 10 a.m.

Presenter(s)

Stephen Vaughn

Cost

No fees

October 9, 2014

Register

<http://oms.sbcss.k12.ca.us/66-88930>

March 12, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88928>

Location

Brier Building – Citrus Room
760 E. Brier Drive
San Bernardino, CA 92408



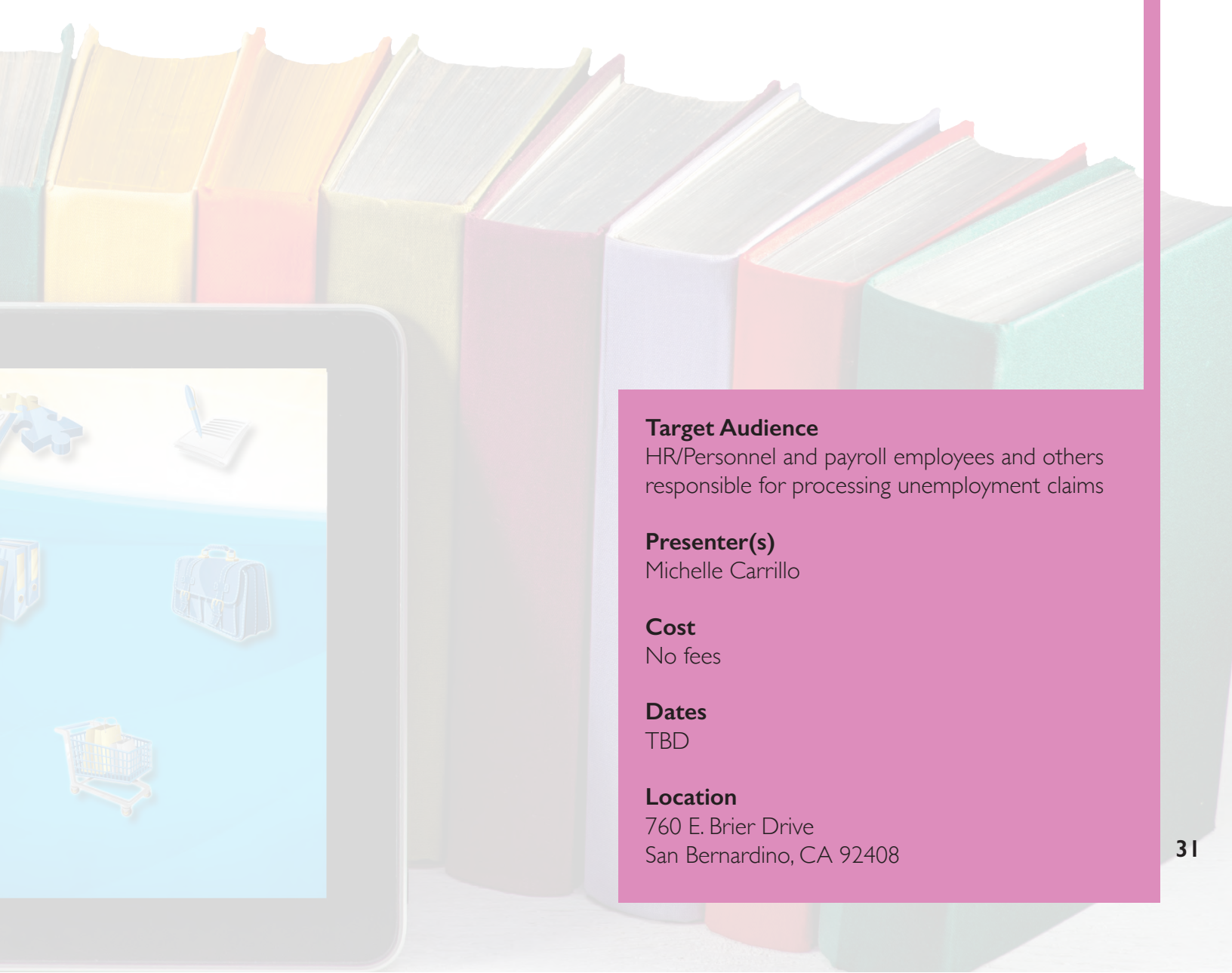
Unemployment Insurance

Unemployment Insurance Workshops

The Unemployment Insurance Workshop is designed for management and classified staff who are responsible for unemployment insurance claim information and payroll information as it relates to unemployment insurance of all permanent employees, temporary employees, substitute classified employees and substitute certificated employees. The goal of the workshop is to provide better understanding of the unemployment process as it relates to a school district and ways to reduce costs.

Outcomes

- Participants will be aware of how unemployment insurance is processed.



Target Audience

HR/Personnel and payroll employees and others responsible for processing unemployment claims

Presenter(s)

Michelle Carrillo

Cost

No fees

Dates

TBD

Location

760 E. Brier Drive
San Bernardino, CA 92408



Assignment Monitoring and Review (AMR)

“What are the responsibilities of school districts undergoing review?”

Each September, the SBCSS Credentials Department presents workshops detailing the Assignment Monitoring and Review process of certificated teaching and non-teaching assignments mandated by Education Code 44258.9. The specific requirements for school districts undergoing this review process will be explained. Districts scheduled to undergo a full-district or Decile 1-3 audit are highly encouraged to attend.

Outcomes

- *Gain an understanding of the responsibilities of school districts undergoing annual Decile 1-3 or full quadrennial review;*
- *Discuss the changes in procedures, timelines, and how to avoid or remedy misassignments.*

Target Audience

Credential Analysts, HR/Personnel Administrators, others responsible for credentialing and assignment requirements

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Jenny Teresi

Cost

No fees

September 16, 2014

Register

<http://oms.sbcscs.k12.ca.us/62-88635>

Location

Desert/Mountain Educational Service Center
17800 Highway 18
Apple Valley, CA. 92307-1219

September 18, 2014

Register

<http://oms.sbcscs.k12.ca.us/62-88640>

Location

Brier Building – Arrowhead Conference Room
760 E. Brier Drive
San Bernardino, CA 92408





Annual Credential Workshops

Get the latest from CTC and the CCAC Annual Fall Conference

The county credentials department presents annual workshops following the fall Credential Counselors and Analysts of California (CCAC) conference in Sacramento. All who are responsible for credentialing and certificated staff assignment requirements are encouraged to attend. Changes to rules and regulations from the prior twelve months are provided. Sources of information include CTC Coded Correspondence, Alerts, Advisories, Commission meeting agenda items and topics from CCAC conference.

Outcomes

- Become knowledgeable about the latest reforms to credentialing requirements;
- Newer analysts/HR administrators are invited to return after lunch for additional discussion and training.

Target Audience

Credential Analysts, HR/Personnel Administrators, others responsible for credentialing and assignment requirements

Time

8 a.m. – 12:30 p.m.

Presenter(s)

Jenny Teresi

Cost

None

December 2, 2014

Register

<http://oms.sbcss.k12.ca.us/62-88643>

Location

Desert/Mountain Educational Service Center
17800 Highway 18
Apple Valley, CA. 92307-1219

December 4, 2014

Register

<http://oms.sbcss.k12.ca.us/62-88644>

Location

Brier Building – Arrowhead Conference Room
760 E. Brier Drive
San Bernardino, CA 92408



CTC Webcasts, hosted by SBCSS Credentials

The Commission on Teacher Credentialing spring webcast is a general update. The CTC fall webcast focuses on assignment monitoring. Additional webcasts occur as scheduled by CTC.

Fall: CTC staff instructs attendees on requirements for mandated monitoring of K-12 certificated staff per Education Code 44258.9. Spring: CTC staff updates attendees on changes in statute, regulation, policy and procedures affecting California credentialing.

Target Audience

Credential analysts, HR/personnel administrators, others responsible for credentialing and assignment requirements

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Roxann Purdue, Consultant, Commission on Teacher Credentialing (CTC), Jenny Teresi

Cost

No fees

Date: December 8, 2014

Register - Introduction 8 a.m - 12 p.m.

<http://oms.sbcss.k12.ca.us/62-89937>

Register - Advanced 1 p.m - 4:30 p.m.

<http://oms.sbcss.k12.ca.us/62-89941>

Location

Desert/Mountain Educational Service Center
17800 Highway 18
Apple Valley, CA. 92307-1219

Register - Introduction 8 a.m - 12 p.m.

<http://oms.sbcss.k12.ca.us/62-89943>

Register - Advanced 1 p.m - 4:30 p.m.

<http://oms.sbcss.k12.ca.us/62-89944>

Location

Brier Building – Arrowhead Conference Room
760 E. Brier Drive
San Bernardino, CA 92408

Spring Date: TBD

Outcomes

- Attendees receive a concise, comprehensive update on laws and regulations pertaining to California credentialing.





Health and Non-Health Benefits and Leaves

As an employee with SBCSS, there are various benefits available. Health plans are an important necessity and valued feature many employees enjoy; however, there are other benefits that are not health related to enhance employees and their families. Attend this workshop to hear various options along with health benefits plans, such as tuition reimbursement; rideshare program; disability; long term care; health advocate; wellness program; discounts provided through health insurance plans; CalPERS; CalSTRS; education discounts; 403bs, SALSA and Child Assistant Fund.

Along with understanding the various options of health and non-health related benefits offered to SBCSS employees, a thorough understanding of leave options offered will be covered. Attendees will gain an understanding of leaves from federal and state laws, along with provisions outlined from the collective bargaining agreements and the superintendent's policy. Staff also will learn how to apply the laws and additional provisions provided by SBCSS and know what is entitled to as an employee.

Outcomes

- Analyze and review health and non-health benefits available to employees to take advantage to further their goals and protect their families;
- When applicable, compare options between non-health benefits when there are more than one choice available;
- Recognize how to properly apply state and federal law leave provisions;
- Locate and use employee rules, regulations, policies, and procedures regarding employee leaves from work;
- Write an effective employee request to take additional time.

Target Audience

Any permanent SBCSS employee under one of the three bargaining unit groups, all management and confidential employees

Time

8:30 a.m. – 12 p.m.

Presenter(s)

Lisa Norman, Ed.D. /Heather Williams, Ed.D./
Singrid Sesmundo

Cost

No fees

April 17, 2015

Register

<http://oms.sbcss.k12.ca.us/66-88966>

Location

Brier Building – Arrowhead Room
760 E. Brier Drive
San Bernardino, CA 92408



Workshops Offered

Business Writing That Works

We all know what good writing is. It is the novel we can't put down, the poem we never forgot and/or the speech that changes the way we look at the world. Good writing is the memo that gets action and the letter that says what a phone call can't. In business writing, the language is concrete, the point of view is clear, and the points are well expressed. Participants will gain a better grasp of the basics of writing—that is, better appreciate the grammar, spelling, punctuation and sentence structure required for writing correctly.

Conflict Resolution—Dealing With Difficult People

Edward Deming, the father of quality management, has said that people can face almost any problem except the problem of people. They can work long hours, face declining business, even the loss of a job, but they can't deal with the difficult people in their lives. This workshop will help you identify some of the ways you may be contributing to these problems and give you some strategies you can adopt at work and in your personal life. How you will benefit:

- Recognize how your own attitude and actions impact on others;
- Find new and effective techniques for managing negative emotions;
- Develop coping strategies for dealing with difficult people and difficult situations;
- Identify those times when you have the right to walk away from a difficult situation.

Conflict Resolution—Getting Along in the Workplace

All of us experience conflict. At times we lose sight of the fact that all this conflict is normal. So long as people are individuals there will be the potential for conflict. Since you can't prevent conflict, the most important thing is to learn how to handle or manage it in productive ways. What is critical for resolving conflict is developing an understanding of, and a trust in, shared goals. It requires openness, discipline, and creativity. Showing respect for other people and not blaming them enables people to work for mutual benefit. There are no magical phrases or simple procedures for managing conflict. However, there are several strategies for coping with conflict. Knowing when and how to use these techniques can make you a more effective leader.

Outcomes

- *Understand what conflict is and how it can escalate*
- *Be able to recognize the five most common conflict resolution styles and when to use them*
- *Develop effective techniques for intervention strategies*
- *Strengthen staff trust and morale*
- *Become more confident of your ability to manage conflicts to enhance productivity and performance*

If there is a particular training that your branch would be interested in that is not listed in our current workshop offerings, please contact
Nancy Johnson, Staff Development Specialist
Human Resources (909) 386-9570



A La Carte

Workshops Offered

Enhancing Your Time Management Skills

Time is money, the old adage goes, and lots of it gets lost in disorganization and disruption. Get a grip on your office space, organize your work flow, learn how to use your planner effectively, say 'no' without guilt, and delegate some of your work to other people. This workshop helps you organize and prioritize for greater work efficiency. The workshop is full ideas for organizing your work area and your paperwork and working on the "right" things.

Five Steps to Professional Presence

In today's world, changes happen rapidly and we have no choice but to keep up. We have to build relationships quickly or be left out. Technology has provided us with several ways to keep up; however, there still remains a basic human need to see and interact with people. Five Steps to Professional Presence includes one step on virtual presence and four steps on face-to-face interactions. The foundations of human interaction have not changed much, but the exterior environment has. This workshop will provide participants with the skills needed to increase effectiveness with the people they interact with. Participants will be able to present themselves professionally—both electronically and in-person, promote credibility, and handle social situations with savvy.

From Good to Great!

What makes someone go from being a "good" employee to becoming a "great" employee? Research shows that employees who are in the "great" category apply an increased level of skills to his or her everyday life that makes them stand out above the rest. In this workshop, participants will:

- Identify the many characteristics of a "great" employee;
- Examine his/her current skill sets;
- Learn how to help his/her company become successful.

Interviewing Tips & Techniques

You've been invited to an interview! Now what? In this workshop, you will:

- Recognize that interviewing is a communication skill you can successfully learn and apply;
- Recognize the importance of preparing for an interview;
- Discuss the importance of first impressions;
- Discuss the question and answer portion of the interview; and
- Learn what to do after the interview.

If there is a particular training that your branch would be interested in that is not listed in our current workshop offerings, please contact
Nancy Johnson, Staff Development Specialist
Human Resources (909) 386-9570



A La Carte

Workshops Offered

The Minute Taker's Workshop

No matter who you are or what you do, whether at work or in the community, you are involved in meetings. To ensure meetings are productive and worth the expense involved, three ingredients are necessary: an assurance of closure, a strong chair or leader, and accurate minutes. It has been said that if the minutes of a meeting are not accurate, then the meeting may just as well not have taken place. This half-day workshop helps minute-takers understand their role and the best technique for producing minutes that include all essential information needed.

SpeakEasy, Conquering Fears of Speaking in Public

Do you get nervous when presenting at company meetings? Do you find it hard to make conversation at gatherings and social events? If so, this workshop is just for you! It's aimed at anyone who wants to improve their speaking skills. In this workshop participants will:

- Enhance their ability to speak one-on-one with others;
- Develop the confidence to feel at ease; and
- Practice developing these skills in a safe and supporting setting.

Telephone Techniques

First impressions are lasting impressions. The way in which one answers the telephone either leaves a great impression or a non-so-pleasant one. As frontline employees, it is critical that we provide the highest quality of customer service when speaking on the phone. This workshop is for new and seasoned frontline employees. In this workshop, participants will:

- Recognize the importance of making a good "first impression" on the phone;
- Recognize the importance of telephone technology in the workplace;
- Identify good telephone etiquette;
- Identify effective approaches to handling difficult callers;
- Learn effective telephone techniques and skills necessary for the workplace.

True Colors® Personal Success Seminar

This is a program that teaches people how to discover their greatest strengths and understand the strengths of others. This program provides participants the tools to improve workplace culture, and it fosters positive, healthy, productive personal development that improves communication, teambuilding, leadership, morale and conflict resolution skills both at work and at home. In this workshop, participants can:

- Understand an introduction to the *True Colors*® concept in relationship to personality and temperament styles;
- Understand and appreciate personality differences in self and others;
- Deepen relationships and create a more harmonious environment;
- Use and keep character cards as a reference guide.

If there is a particular training that your branch would be interested in that is not listed in our current workshop offerings, please contact
Nancy Johnson, Staff Development Specialist
Human Resources (909) 386-9570



Notes





Notes

A series of horizontal green lines for writing notes, overlaid on a background illustration of several colorful books (green, red, blue, yellow) and a tablet displaying business-related icons like a handshake, a newspaper, and a folder.

**“Learning is a treasure
that will follow its owner
everywhere.”**

Chinese Proverb

**“Leadership and learning
are indispensable to each other.”**

John Fitzgerald Kennedy



San Bernardino County Superintendent of Schools

Human Resources

Established in 1853, San Bernardino County Superintendent of Schools' (SBCSS) mission is to transform lives through education. SBCSS provides local programs and support to school districts, students and families in partnership with the California Department of Education.

We deliver intensive academic, special, alternative and career technical programs for students across the largest geographical county in the United States. For more information visit our website at www.sbcss.k12.ca.us
Transforming lives through education