

Professional Development Schedule

July - September, 2017

Time and location are subject to change, and new sections may be added. Consult NetLearning for updates.

Course Title	Date	Time	Location
Coaching for Managers and Supervisors	August 24, 2017	8:30 AM-12:30 PM	North Decatur Classroom 0236
Coaching for Managers and Supervisors	September 29, 2017	8:30 AM-12:30 PM	North Decatur Classroom 0236
Conflicts in the Workplace	September 7, 2017	1:30PM-2:30 PM	Hillandale Board Community Room
Conflicts in the Workplace	August 15, 2017	10:30 AM-11:30 AM	North Decatur Classroom 0236
Crucial Conversations	September 12, 2017	9:00 AM-12:00 PM	North Decatur Classroom 0236
Creative Problem Solving	July 25, 2017	8:30AM-10:00 AM	North Decatur Classroom 0236
Creative Problem Solving	September 21, 2017	2:00PM-3:30 PM	Hillandale Board Community Room
Critical Thinking Skills	August 31, 2017	2:00PM-3:30 PM	Hillandale Board Community Room
Diversity in the Workplace	July 14, 2017	11:00AM-12:00 PM	North Decatur Tower 4040
Diversity in the Workplace	September 5, 2017	8:30AM- 9:30 AM	Hillandale Education Classroom
Diversity in the Workplace	September 18, 2017	2:00 PM-3:00 PM	North Decatur Tower 4040
Excellence in Customer Service	August 22, 2017	2:30 PM-3:30 PM	Downtown Decatur Classroom 416
Fostering Teamwork (Supervisors/Managers)	July 20, 2017	9:00 AM- 11:00 AM	North Decatur Classroom 0236
Fostering Teamwork (Supervisors/Managers)	August 10, 2017	1:00 PM- 3:00 PM	North Decatur Keeton Auditorium
Getting Things Done (Managers)	September 15, 2017	8:30AM-4:30 PM	North Decatur Tower - 4040
Generations in the Workplace	August 9, 2017	10:00 AM- 11:00 AM	North Decatur Tower - 4040
Generations in the Workplace	August 29, 2017	9:00:AM-10:00 AM	North Decatur Classroom 0236
Increasing Your Happiness At Work	July 13, 2017	10:30AM-11:45 AM	North Decatur Keeton Auditorium
Increasing Your Happiness At Work	September 6, 2017	10:00AM-11:15 AM	Hillandale Board Community Room
Introduction to Supervision	September 21, 2017	8:30 AM-12:30 PM	North Decatur Classroom 0236
Listening Under Pressure	July 11, 2017	8:00 AM- 9:00 AM	North Decatur Classroom 0236
Listening Under Pressure	July 19, 2017	1:30 PM-2:30 PM	Downtown Decatur Room 416
Manage Your Time and Priorities	August 1, 2017	8:30AM-9:30 AM	North Decatur Classroom 0236
Manager's Guide to Engaging Staff	July 6, 2017	1:00 PM 3:00 PM	North Decatur Classroom 0236
Manager's Guide to Engaging Staff	August 3, 2017	1:00 PM 3:00 PM	Downtown Decatur Admin Confrence
Manager's Guide to Engaging Staff	September 7, 2017	10:00AM- 12:00 PM	Hillandale Board Community
Peer Interview Training (Must have managers aproval before registering)	September 19, 2017	9:30 AM-11:30 AM	North Decatur Classroom 0236
Peer Interview Training (Must have managers aproval before registering)	July 14, 2017	8:30AM-10:30AM	Hillandale Board Community Room
PowerPoint for CBL Developers	August 24, 2017	10:00AM-11:30 AM	Computer Training Tower 4055
PowerPoint for CBL Developers	July 13, 2017	10:00AM-11:30 AM	Computer Training Tower 4056
PowerPoint for CBL Developers	September 21, 2017	9:00AM-10:30AM	Computer Training Tower 4055
Professionalism 101	July 25, 2017	1:30 PM-2:30 PM	North Decatur Room 2203
Service Recovery: The Right Words At the Right Time	July 18, 2017	8:30AM-10:00 AM	Hillandale Board / Community Room
Service Recovery: The Right Words At the Right Time	August 16, 2017	2:30PM-4:00 PM	North Decatur Bailey Auditorium
Service Recovery: The Right Words At the Right Time	September 12, 2017	10:00AM-11:30 AM	Downtown Decatur Room 416
Stress Management Essentials	July 26, 2017	8:00AM-9:00 AM	North Decatur Classroom 0236
Stress Management Essentials	September 15, 2017	9:00AM- 10:00 AM	Hillandale Education Classroom
Understanding Work Styles (Pre-work required)	August 24, 2017	8:30AM- 10:00 AM	Hillandale Board / Community Room
Course Title	Date	Time	Location
NetLearning for Educators	July 13, 2017	10:30 AM-12:00 PM	Computer Training Tower 4055
NetLearning for Educators	August 23, 2017	2:00PM-3:30 PM	Computer Training Rehab Conference
NetLearning for Educators	September 20, 2017	2:00PM-3:30 PM	Computer Training Rehab Conference
NetManager for Managers	September 20, 2017	3:30PM-4:30 PM	Computer Training Rehab Conference
NetManager for Managers	August 23, 2017	3:30PM-4:30 PM	Computer Training Rehab Conference
NetManager for Managers	July 13, 2017	9:00AM-10:00AM	Computer Training Rehab Conference
Desktop Computing CBLs			
Microsoft Excel 2010 Essentials		Log into myNetLearning to Enroll	
Microsoft Excel 2010 Advanced		Log into myNetLearning to Enroll	
Microsoft Excel 2010 Expert		Log into myNetLearning to Enroll	
Microsoft Word 2010 Essentials		Log into myNetLearning to Enroll	
Microsoft Word 2010 Advanced		Log into myNetLearning to Enroll	
Microsoft Word 2010 Expert		Log into myNetLearning to Enroll	
Microsoft PowerPoint Essentials		Log into myNetLearning to Enroll	
Microsoft PowerPointExpert		Log into myNetLearning to Enroll	

Organization Development and Learning

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Communication CBLs			
*CBLs for Management and Leadership Skills			
Assessing and Managing Performance*		Log into myNetLearning to Enroll	
Cultivating Customer Loyalty		Log into myNetLearning to Enroll	
Delegating for Growth *		Log into myNetLearning to Enroll	
Effective Coaching Skills*		Log into myNetLearning to Enroll	
Giving and Receiving Feedback*		Log into myNetLearning to Enroll	
Leading and Motivating*		Log into myNetLearning to Enroll	
The Art and Science of Communication		Log into myNetLearning to Enroll	
Course Title	Date	Time	Location
ACLS Certification Day 1 - 10.5 CE	August 22, 2017	8:00AM-4:00 PM	Hillandale Education Classroom
ACLS Certification Day 2 - 10.5 CE	August 23, 2017	8:00AM-4:00 PM	Hillandale Education Classroom
ACLS Recertification - 4.0 CE	September 6, 2017	8:00AM-4:00 PM	Hillandale Education Classroom
ACLS Recertification - 4.0 CE	July 14, 2017	8:00AM-4:00 PM	North Decatur- Bailey Auditorium
CPR	July 12, 2017	8:00AM-11:00 AM	Hillandale Education Classroom
CPR	July 12, 2017	11:30AM-2:30 PM	Hillandale Education Classroom
CPR	July 13, 2017	8:00AM-10 :30 AM	North Decatur- Bailey Auditorium
CPR	July 13, 2017	10:30AM-1:00 PM	North Decatur- Bailey Auditorium
CPR	July 27, 2017	8:00AM-10:30 AM	North Decatur- Bailey Auditorium
CPR	July 27, 2017	11:30- 3:00 PM	North Decatur- Bailey Auditorium
CPR	August 10, 2017	8:00 AM-10 :30 AM	North Decatur- Bailey Auditorium
CPR	August 10, 2017	10:30AM-1:00 PM	North Decatur- Bailey Auditorium
CPR	August 24, 2017	8:00AM-10:30 AM	North Decatur- Bailey Auditorium
CPR	August 24, 2017	11:30AM-3:00 PM	North Decatur- Bailey Auditorium
CPR	September 8, 2017	8:00 AM-10 :30 AM	North Decatur- Bailey Auditorium
CPR	September 8, 2017	10:30 AM-1:00 PM	North Decatur- Bailey Auditorium
CPR	September 19, 2017	8:00AM-11:00 AM	Hillandale- Education Classroom
CPR	September 19, 2017	11:30AM-2:30 PM	Hillandale- Education Classroom
CPR	September 21, 2017	8:00AM-10:30 AM	North Decatur- Bailey Auditorium
CPR	September 21, 2017	11:30 AM-3:00 PM	North Decatur-Bailey Auditorium
PALS Re-Cert 7.0 CE	May 2, 2017	8:00AM-4:00 PM	Hillandale Education Classroom
Preceptor Workshop 6.5 CE	July 18, 2017	8:00AM-4:00 PM	North Decatur Tower - 4040 Classroom
Preceptor Workshop 6.5 CE	August 23, 2017	8:00AM-4:00 PM	North Decatur Tower - 4040 Classroom
Preceptor Workshop 6.5 CE	September 27, 2017	8:00AM-4:00 PM	Hillandale Board Community Room
EKG DAY 1	September 18, 2017	8:00AM-4:00 PM	North Decatur Classroom 0236
EKG DAY 2	September 22, 2017	8:00AM-4:00 PM	North Decatur Classroom 0236
EKG DAY 1	July 24, 2017	8:00AM-4:00 PM	North Decatur Tower-3040 Classroom
EKG DAY 2	July 28, 2017	8:00AM-4:00 PM	North Decatur Tower-3040 Classroom

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