



Professional Development Session Listing

SUNDAY

Crush Your Email Addiction

Do you feel like your email inbox rules your schedule? Take back control of your day from your inbox and learn how to use Outlook to make your schedule more simple and productive. You will learn: How to control your inbox. How to organize your incoming and long-term emails. What tools Outlook has to offer to simplify your communication. How to incorporate your email into your Outlook calendar and tasks.

Presenters: Jessie Wolfrum

3/6/11

Track: Professional Development

Tags: New PD Category

Navigate and Tame Your Paper Jungle

If every flat surface of your workspace is covered in paper, you constantly complete tasks behind schedule, and you dread checking your mailbox, this class is perfect for you! You will learn: -How to set up an effective inbox and outbox system -How to simplify correspondence between you and your "Big Three" -How to store documentation for current projects -Where to keep information for reference -How to approach long-term storage of information

Presenters: Jessie Wolfrum

3/6/11

Track: Professional Development

Tags: New PD Category

MONDAY

Everyone's an Asset Builder

You Can Make a Difference for Kids

Everyone's an Asset Builder Workshop

Did you know???

Research has shown that the more Developmental Assets young people experience, the more likely they are to engage in a wide range of positive behaviors, such as maintaining good health and succeeding in school.

Research has shown that the more Developmental Assets young people experience, the less likely they are to engage in a wide range of risk behaviors, such as illicit drug use, violence, and early sexual activity.

The Everyone's an Asset Builder workshop is designed to inform individuals about the Developmental Assets? framework and motivate them to be effective asset builders.

Participants in this workshop will:

- Understand Search Institute's framework of developmental assets and the role of individual asset builders
- Identify the general characteristics of effective asset builders and their own personal areas of strength and challenge
- Understand the concept of "circles of influence" and identify the circles in which they have the greatest potential for personal asset-building impact
- Explore barriers to being an individual asset builder and strategies for moving toward action
- Make and share a personal a commitment to asset-building action

TAKE A MOMENT, MAKE A DIFFERENCE - BE AN ASSET BUILDER

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Presenters: Lynn Lewis

3/7/11

Track: Professional Development

WSIPC Applications and Your Computer: Tips and Tricks for a Better Experience

Whether using PaC or Web, this session offers a number of tips and tricks to help you become more productive with WSIPC applications and services. We'll cover the benefits of different internet browsers, how to build shortcuts in a Citrix environment, how to test the health of your connection to WSIPC applications and much more.

Presenters: Ryan Davis

3/7/11

Track: Professional Development

TUESDAY

Creating a Work/Life Balance

If you find your energy levels are lower than you want and you are unable to find the time to do the things you love, then this session is for you. You will learn to create a balance in your life, increase energy throughout the day and find time to do the things you love.

Presenters: Shanon Tysland

3/8/11

Track: Professional Development

Seven Ways to Clear Your Clutter and Live in Balance

Do you feel like every drop of your energy is squeezed out by your responsibilities at work, at home, with your family, and in your civic obligations. Are you greeted by a pile of clutter the instant you walk in your front door? Bring simplicity and peace back into your life in eight easy ways. You will learn: How clear the clutter from your home. How to implement storage to prevent clutter. How to simplify your routine. How to put you back into your schedule

Presenters: Jessie Wolfrum

3/8/11

Track: Professional Development

Tags: New PD Category

The Skinny on Fat (Why most diets don't work and what to do about it)

In this Fun and entertaining 1 hour seminar you will learn: The biggest secrets about why dieting doesn't work. The differences between weight loss and fat loss. 3 Power packed "Rules of Nutrition" that are guaranteed to increase your metabolism. The 5 components of any good fitness program. How your food can effect your energy levels. And MUCH MORE!

*This session is also offered on Sunday March 6th.

Presenters: Daniel Olsen

3/8/11

Track: Professional Development

Tags: Nutrition