

Course Title	Competency	Facilitator	Date & Time	Location
Communication				
Table Talk: Sharing Your Very Best Ideas	Communication	Joanna Branham	7 / 26 / 12, 2:30 PM - 4:30 PM	East - Room 3-113
An Introduction to Servant Leadership	Communication, Creating a Culture for Employee Success	Dave Heffernan	8 / 3 / 12, 8:00 AM - 4:00 PM	CJI - Auditorium
Roberts Rules of Order Made Easy	Collaboration	Joanna Branham	11 / 8 / 12, 2:30 PM - 4:30 PM	East - Room TBD
Phone and Email Etiquette	Communication	Samanta Matadin	11 / 9 / 12, 2:30 PM - 3:30 PM	East - Room TBD
Crucial Conversations: Part 1 of 4	Communication	Carolyn McMorran	12 / 6 / 12, 8:30 AM - 12:30 PM	CJI - Room 143
Crucial Conversations: Part 2 of 4	Communication	Carolyn McMorran	12 / 7 / 12, 8:30 AM - 12:30 PM	CJI - Room 143
Crucial Conversations: Part 3 of 4	Communication	Carolyn McMorran	12 / 13 / 12, 8:30 AM - 12:30 PM	CJI - Room 143
Crucial Conversations: Part 4 of 4	Communication	Carolyn McMorran	12 / 14 / 12, 8:30 AM - 12:30 PM	CJI - Room 143
Diversity				
DiSC	Self-Management & Awareness	Joanna Branham, Joe Nunes	8 / 15 / 12, 2:00 PM - 4:00 PM	CJI - Room 138
Circles of Belonging	Adaptability, Creating a Culture for Employee Success	Joe Nunes, Vicki Nelson	9 / 25 / 12, 8:30 AM - 12:30 PM	East - Room 5-112
Circles of Belonging	Adaptability, Creating a Culture for Employee Success	Joe Nunes, Vicki Nelson	11 / 7 / 12, 1:00 PM - 5:00 PM	West - Room 6-202
Institutional Culture / Collegewide Initiatives				
Water-Efficient and Wildlife-Friendly Landscaping	Adaptability, Alignment	Deborah Green Clarence Canada	9 / 27 / 12, 3:00 PM - 4:00 PM	East - Room 3-113
Valencia's LEED Gold Buildings- A Walking Tour	Adaptability, Alignment	Andy Ray, Deborah Green	10 / 4 / 12, 3:00 PM - 4:00 PM	West - Room TBD
Water-Efficient and Wildlife-Friendly Landscaping	Adaptability, Alignment	Deborah Green, Larry Rosen	10 / 11 / 12, 3:00 PM - 4:00 PM	West - Room HSB-211
Water-Efficient and Wildlife-Friendly Landscaping	Adaptability, Alignment	Deborah Green	10 / 23 / 12, 3:00 PM - 4:00 PM	Osceola - Room TBD
Energy Efficiency on Campus and at Home	Adaptability, Alignment	Patti Riva, Kris Stenger, Deborah Green	11 / 1 / 12, 3:00 PM - 4:00 PM	East - Room TBD
Energy Efficiency on Campus and at Home	Adaptability, Alignment	Patti Riva, Kris Stenger, Deborah Green	11 / 7 / 12, 3:00 PM - 4:00 PM	Osceola - Room TBD
Energy Efficiency on Campus and at Home	Adaptability, Alignment	Patti Riva, Kris Stenger, Deborah Green	11 / 8 / 12, 3:00 PM - 4:00 PM	West - Room AHS-218
Organizational Development				
Overview of the Student Assessment of Instruction (SAI) – Tools and Tips for Effective Use	Planning	Laura Blasi	6 / 13 / 12, 9:00 AM - 10:00 AM	East - Room 8-218
Planning @ Valencia (1 of 3) Strategic Plan to PDP	Planning, Alignment	Kurt Ewen	6 / 26 / 12, 9:00 AM - 11:00 AM	East - Room 3-113
Planning @ Valencia (2 of 3) Developing Your Plan: Aligning Our Work	Planning, Alignment	Kurt Ewen, Erin Tuttle, Jenny Charriez	6 / 27 / 12, 9:00 AM - 11:00 AM	East - Room 3-113
Planning @ Valencia (3 of 3) WEAVE - A Tool for Planning and Alignment	Planning, Alignment	Kurt Ewen, Laura Blasi	7 / 10 / 12, 9:00 AM - 11:00 AM	East - Room 8-218
Planning @ Valencia (1 of 3) Strategic Plan to PDP	Planning, Alignment	Kurt Ewen	7 / 16 / 12, 2:00 PM - 4:00 PM	West - Room HSB-211
Planning @ Valencia (2 of 3) Developing Your Plan: Aligning Our Work	Planning, Alignment	Kurt Ewen, Erin Tuttle,	7 / 24 / 12, 9:00 AM - 11:00 AM	West - Room HSB-211
Planning @ Valencia (3 of 3) WEAVE - A Tool for Planning and Alignment	Planning, Alignment	Kurt Ewen Laura Blasi	8 / 1 / 12, 9:00 AM - 11:00 AM	West - Room 6-220
Planning @ Valencia (1 of 3) Strategic Plan to PDP	Planning, Alignment	Kurt Ewen	8 / 15 / 12, 9:00 AM - 11:00 AM	Osceola - Room TBD
Planning @ Valencia (2 of 3) Developing Your Plan: Aligning Our Work	Planning, Alignment	Kurt Ewen, Erin Tuttle, Jenny Charriez	8 / 22 / 12, 9:00 AM - 11:00 AM	Osceola - Room TBD
Planning @ Valencia (3 of 3) WEAVE - A Tool for Planning and Alignment	Planning, Alignment	Kurt Ewen, Laura Blasi	8 / 29 / 12, 9:00 AM - 11:00 AM	Osceola - Room TBD
Valencia's Data Tools and Resources: Tools for Planning and Improvement	Planning	Kurt Ewen, Laura Blasi	8 / 30 / 12, 9:00 AM - 11:00 AM	West - Room 6-202
Overview of the Student Assessment of Instruction (SAI) – Tools and Tips for Effective Use	Planning	Laura Blasi	9 / 11 / 12, 9:00 AM - 10:00 AM	West - Room 6-220
Valencia's Data Tools and Resources: Tools for Planning and Improvement	Planning	Kurt Ewen, Laura Blasi	9 / 12 / 12, 2:00 PM - 4:00 PM	East - Room 5-112
Valencia's Data Tools and Resources: Tools for Planning and Improvement	Planning	Kurt Ewen, Laura Blasi	9 / 13 / 12, 2:00 PM - 4:00 PM	Osceola - Room TBD
SACS Regional Accreditation 2014: How Does it Impact You?	Planning	Kurt Ewen	9 / 27 / 12, 9:00 AM - 11:00 AM	East - Room 3-113
SACS Regional Accreditation 2014: How Does it Impact You?	Planning	Kurt Ewen	10 / 9 / 12, 2:00 PM - 4:00 PM	West - Room HSB-211
SACS Regional Accreditation 2014: How Does it Impact You?	Planning	Kurt Ewen	10 / 23 / 12, 9:00 AM - 11:00 AM	Osceola - Room TBD
PDP Employee Training	Self-Management & Awareness Manage Performance	Carol Millenson, Chanda Torres	10 / 30 / 12, 9:00 AM - 11:00 AM	East - Room 3-113
Mid-Year Check-In: Updating Your Department Goals	Planning	Kurt Ewen, Laura Blasi	11 / 5 / 12, 2:00 PM - 4:00 PM	East - Room TBD
PDP Employee Training	Self-Management & Awareness Manage Performance	Tullio Bushrui, Nicole Schneller	11 / 6 / 12, 2:00 PM - 4:00 PM	West - Room 6-202
Mid-Year Check-In: Updating Your Department Goals	Planning	Kurt Ewen, Laura Blasi	11 / 7 / 12, 9:00 AM - 11:00 AM	West - Room 6-220
Overview of the Student Assessment of Instruction (SAI) – Tools and Tips for Effective Use	Planning	Laura Blasi	11 / 13 / 12, 9:00 AM - 10:00 AM	Osceola - Room TBD
PDP Employee Training	Self-Management & Awareness	Tullio Bushrui, Kim Foster	11 / 13 / 12, 2:00 PM - 4:00 PM	Osceola - Room TBD
Mid-Year Check-In: Updating Your Department Goals	Planning	Kurt Ewen, Laura Blasi	11 / 27 / 12, 9:00 AM - 11:00 AM	Osceola - Room TBD
Personal Finance				
Real World Retirement Planning	Self-Management & Awareness	Helen Von Dolternen-Fournier	8 / 15 / 12, 9:00 AM - 10:30 AM	West - HSB-211
Picking Your Investment – How Can I Choose?	Self-Management & Awareness	Helen Von Dolternen-Fournier	9 / 10 / 12, 9:00 AM - 10:30 AM	CJI - TBD
Estate Planning – What Everyone Needs to Know!	Self-Management & Awareness	Helen Von Dolternen-Fournier	9 / 25 / 12, 9:00 AM - 10:30 AM	East - TBD
Social Security Benefits, Medicare and Medicare Supplemental Plans – What You Need to Understand Now!	Self-Management & Awareness	Helen Von Dolternen-Fournier	10 / 8 / 12, 9:00 AM - 10:30 AM	West - TBD
Parenting Parents – Asset Protection & Governmental Benefits	Self-Management & Awareness	Helen Von Dolternen-Fournier	10 / 25 / 12, 9:00 AM - 10:30 AM	East - TBD
Research, Grants and Development				
How to Write an Effective Grant Proposal	Planning	Kristeen Christian	9 / 20 / 12, 1:00 PM - 3:30 PM	West - Room AHS-218
Proposed Research Studies at Valencia: Institutional Review Board (IRB) Overview and Guidelines	Planning, Alignment	Laura Blasi	9 / 25 / 12, 9:00 AM - 11:00 AM	East - Room TBD
How to Write an Effective Grant Proposal	Planning	Kristeen Christian	10 / 11 / 12, 1:00 PM - 3:30 PM	East - Room TBD
How to Write an Effective Grant Proposal	Planning	Kristeen Christian	11 / 1 / 12, 1:00 PM - 3:30 PM	Osceola - Room TBD

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Course Title	Competency	Facilitator	Date & Time	Location
Supervisory Programs				
Navigating Beyond Conflict	Collaboration	Joe Nunes, Lori Sunday	9 / 11 / 12, 8:30 AM - 12:30 PM	CJI - Room 136
Essential Supervisory Competencies: Introductory Workshop	Communication, Collaboration Manage Performance Creating a Culture for Employee Success	Erin Tuttle, Jenny Charriez	10 / 2 / 12, 8:30 AM - 11:30 AM	CJI - Room 228
Coaching for Improvement	Manage Performance	Jonathan Hernandez Kevin Moss	10 / 10 / 12, 8:30 AM - 12:30 PM	CJI - Room 148
Essentials of Leadership	Communication	Cheryl Robinson, Kevin Moss	10 / 23 / 12, 12:30 PM - 4:30 PM	CJI - Room 148
Reviewing for Performance Progress	Manage Performance	Lori Sunday Elisha Gonzalez-Bonnewitz	11 / 15 / 12, 12:30 PM - 4:30 PM	CJI - Room 148
Navigating Beyond Conflict	Collaboration	Joe Nunes, Jessica Morales	11 / 27 / 12, 8:30 AM - 12:30 PM	CJI - Room 143
Coaching for Success	Manage Performance	Amy Love, Raquel Morales	12 / 5 / 12, 12:30 PM - 4:30 PM	CJI - Room 136
Setting Performance Expectations	Manage Performance	Cynthia Cerrato Jessica Morales	12 / 11 / 12, 8:30 AM - 12:30 PM	CJI - Room 143
Technology				
Survey Design with Qualtrics	Communication, Collaboration	Laura Blasi	9 / 5 / 12, 9:00 AM - 11:00 AM	West - Room 6-220
Sharepoint	Collaboration	Matt Maurer	9 / 13 / 12, 9:30 AM - 11:30 AM	West - Room 6-220
Live @ EDU	Self-Management & Awareness	Melanie Hardy	10 / 16 / 12, 10:00 AM - 11:30 AM	West - Room 6-220
Survey Design with Qualtrics	Communication, Collaboration	Laura Blasi	11 / 14 / 12, 9:00 AM - 11:00 AM	West - Room 6-220
Safety & Security				
Shelter In Place (SHIP) Valencia Emergency Planning	Self-Management & Awareness	Derrick Hilton, Jeff Post	7 / 3 / 12, 1:00 PM - 3:00 PM	West - Room 6-202
Campus Emergency Response (CERT) Training	Alignment	Marisa Zuniga, Derrick Hilton	7 / 9 / 12, 10:30 AM - 12:30 PM	West - Room HSB 211
Shelter In Place (SHIP) Valencia Emergency Planning	Self-Management & Awareness	Marisa Zuniga, Derrick Hilton	7 / 19 / 12, 9:30 AM - 11:30 AM	West - Room 6-202
Campus Emergency Response (CERT) Training	Alignment	Marisa Zuniga, Derrick Hilton	7 / 26 / 12, 9:00 AM - 11:00 AM	West - Room HSB 211
Shelter In Place (SHIP) Valencia Emergency Planning	Self-Management & Awareness	Marisa Zuniga, Jeff Post	8 / 1 / 12, 2:30 PM - 4:30 PM	West - Room 6-202
Campus Emergency Response (CERT) Training	Alignment	Marisa Zuniga, Derrick Hilton	8 / 8 / 12, 10:00 AM - 12:00 PM	West - Room HSB 211
Campus Emergency Response (CERT) Training	Alignment	Derrick Hilton, Jeff Post	8 / 16 / 12, 1:00 PM - 3:00 PM	West - Room HSB 211
Shelter In Place (SHIP) Valencia Emergency Planning	Self-Management & Awareness	Marisa Zuniga, Jeff Post	8 / 22 / 12, 2:30 PM - 4:30 PM	West - Room 6-202
Wellness				
Meditation for Stress Management	Self-Management & Awareness		7 / 9 / 12, 2:00 PM - 3:00 PM	Osceola
Meditation for Stress Management	Self-Management & Awareness		7 / 10 / 12, 1:30 PM - 2:30 PM	East
Meditation for Stress Management	Self-Management & Awareness		7 / 11 / 12, 2:00 PM - 3:00 PM	West
First Aid and CPR Certification	Self-Management & Awareness		8 / 3 / 12, 1:00 PM - 4:00 PM	Osceola
First Aid and CPR Certification	Self-Management & Awareness		8 / 10 / 12, 1:00 PM - 4:00 PM	East
Heart Attack/Heart Disease — Does Hormone Replacement Therapy Increase the Risk?	Self-Management & Awareness		8 / 14 / 12, 1:00 PM - 2:00 PM	West
Heart Attack/Heart Disease — Does Hormone Replacement Therapy Increase the Risk?	Self-Management & Awareness		8 / 16 / 12, 1:00 PM - 2:00 PM	East
First Aid and CPR Certification	Self-Management & Awareness		8 / 17 / 12, 1:00 PM - 4:00 PM	West
Five Tips for a Younger Brain	Self-Management & Awareness		9 / 11 / 12, 1:00 PM - 2:00 PM	East
Five Tips for a Younger Brain	Self-Management & Awareness		9 / 13 / 12, 1:00 PM - 2:00 PM	West
Five Tips for a Younger Brain	Self-Management & Awareness		9 / 18 / 12, 1:00 PM - 2:00 PM	DTC
Five Tips for a Younger Brain	Self-Management & Awareness		9 / 20 / 12, 1:00 PM - 2:00 PM	Osceola
Wellness and Benefits Fair	Self-Management & Awareness		9 / 24 / 12, 10:00 AM - 4:00 PM	CJI
Wellness and Benefits Fair	Self-Management & Awareness		9 / 25 / 12, 11:00 AM - 6:00 PM	West
Heart Disease — What Does High Blood Pressure Have to Do With Heart Disease?	Self-Management & Awareness		9 / 25 / 12, 1:00 PM - 2:00 PM	West
Wellness and Benefits Fair	Self-Management & Awareness		9 / 26 / 12, 8:00 AM - 3:00 PM	West
Heart Disease — What Does High Blood Pressure Have to Do With Heart Disease?	Self-Management & Awareness		9 / 26 / 12, 1:00 PM - 2:00 PM	Osceola
Wellness and Benefits Fair	Self-Management & Awareness		9 / 27 / 12, 1:00 PM - 5:00 PM	Sand Lake
Heart Disease — What Does High Blood Pressure Have to Do With Heart Disease?	Self-Management & Awareness		9 / 27 / 12, 1:00 PM - 2:00 PM	East
Wellness and Benefits Fair	Self-Management & Awareness		9 / 28 / 12, 9:00 AM - 1:00 PM	Winter Park
Wellness and Benefits Fair	Self-Management & Awareness		10 / 1 / 12, 11:00 AM - 3:00 PM	DTC
Wellness and Benefits Fair	Self-Management & Awareness		10 / 2 / 12, 1:00 PM - 6:00 PM	Osceola
Wellness and Benefits Fair	Self-Management & Awareness		10 / 3 / 12, 9:00 AM - 2:00 PM	Osceola
Wellness and Benefits Fair	Self-Management & Awareness		10 / 4 / 12, 11:00 AM - 6:00 PM	East
Wellness and Benefits Fair	Self-Management & Awareness		10 / 5 / 12, 8:00 AM - 3:00 PM	East
“Go To” Foods When You’re Eating on the Go	Self-Management & Awareness		10 / 9 / 12, 1:00 PM - 2:00 PM	West
“Go To” Foods When You’re Eating on the Go	Self-Management & Awareness		10 / 11 / 12, 1:00 PM - 2:00 PM	East
“Go To” Foods When You’re Eating on the Go	Self-Management & Awareness		10 / 16 / 12, 1:00 PM - 2:00 PM	Winter Park
Cholesterol and Triglyceride — What Do These Numbers Really Mean?	Self-Management & Awareness		10 / 16 / 12, 1:00 PM - 2:00 PM	East
Cholesterol and Triglyceride — What Do These Numbers Really Mean?	Self-Management & Awareness		10 / 17 / 12, 1:00 PM - 2:00 PM	DTC
Cholesterol and Triglyceride — What Do These Numbers Really Mean?	Self-Management & Awareness		10 / 18 / 12, 1:00 PM - 2:00 PM	West
“Go To” Foods When You’re Eating on the Go	Self-Management & Awareness		10 / 18 / 12, 1:00 PM - 2:00 PM	DTC
Cholesterol and Triglyceride — What Do These Numbers Really Mean?	Self-Management & Awareness		10 / 23 / 12, 1:30 PM - 2:30 PM	Osceola
Cholesterol and Triglyceride — What Do These Numbers Really Mean?	Self-Management & Awareness		10 / 25 / 12, 1:00 PM - 2:00 PM	Winter Park

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