GROWING & SHAPING THE FUTURE of Professional Development!

www.4csd.com
4CSD Annual Conference
March 4 – 6, 2020
Doubletree Hotel
555 W. Foothill Blvd.
Claremont CA 91711

Growing and Shaping the Future of Professional Development

On Wednesday, March 4th, the conference will begin with a Professional Development Practitioners’ Workshop. This session will provide a wealth of information and resources on how to develop a strong Professional Development Program Plan that addresses the needs of all employee groups. At 4:30pm, Dr. LeBaron Woodyard, Dean, Academic Affairs and Ms. Devin Rodriguez, Associate Governmental Program Analyst, will be presenting a session on What’s New in Professional Development? They will be providing information about the Flexible Calendar program, the Classified professional development funds that community colleges received this past year, and answer your questions about any professional development related topic.

The conference will continue on Thursday, March 5th with a variety of breakout workshop sessions followed by awards that will be given at lunch. The evening will conclude with a social and networking event from 5:00 – 7:00pm and then dinner will be on your own.

Friday, March 6th, will begin with a 4CSD business meeting and board elections. This will be followed by two breakout workshop sessions. The conference will conclude with a special keynote presentation by Mr. Scott Miller from FranklinCovey and lunch.

We have planned a very full conference, and you won’t want to miss a minute of it!

We invite you to join us at the 2020 conference to connect, network, be inspired, and re-energize with your colleagues as we work together to grow and shape the future of professional development!

Questions? Please contact conference co-chairs Jan Schardt at jan.schardt@gmail.com, Leslie Carr at leslie.carr@canyons.edu, Lynn Wright at lwright@vcccd.edu or Rochelle Weiser at Rochelle.weiser@gcccd.edu.

Please share! Bring sample booklets, flyers and brochures of your college’s Professional Development programs, activities and events to share at the Resource Table!
2020 4CSD Conference
SCHEDULE AT-A-GLANCE

TUESDAY, MARCH 3 – Optional Pre-Conference Training

Part 1 of optional pre-conference FREE Train-the-Trainer 8:00 – 5:00
6 Critical Practices for Leading a Team by Franklin Covey
Please see flyer on pages 15 - 16 for more information.

WEDNESDAY, MARCH 4 – Conference Begins

- 4CSD Conference Check-In 12:30 – 5:00
  Main Hallway

- Professional Development Practitioners’ Workshop 1:00 – 4:00
  Sycamore Maple

- Break 4:00 – 4:30

- What’s New in Professional Development? 4:30 – 5:45
  Dr. LeBaron Woodyard and Ms. Devin Rodriguez
  Sycamore Maple

- Dinner on Your Own 5:45

THURSDAY, MARCH 5

- Conference Check-In & Breakfast 8:30 – 9:30
  Main Hallway

- Welcome & Ice Breaker Activity 9:30 – 10:15
  Sycamore Maple

- Break 10:15 – 10:30

- Interactive Group Session 10:30 – 11:45
  Sycamore Maple

- Lunch and Awards 11:45 – 12:45
  Sycamore Maple

- Breakout Session 1 1:00 – 2:00

- Break 2:00 – 2:15
• Breakout Session 2  
  2:15 – 3:15

• Hotel Check-In and Prof Dev Consultations  
  Sycamore Maple  
  3:15 – 5:00

• Evening Social (No-Host Bar)/Networking  
  Outdoor Courtyard Area  
  ➢ Come enjoy some appetizers and networking time with your professional development colleagues!  
  ➢ Bring an item from your campus with your college’s logo for a fun gift exchange!  
  Suggestions include a coffee mug, a pin, pen & notepad, t-shirt, lanyard, etc.  
  5:00 – 7:00

• Dinner on Your Own  
  7:00

FRIDAY, MARCH 6
College Spirit Day! Wear a shirt with your college’s logo!

• Breakfast  
  Main Hallway  
  8:00 – 8:45

• 4CSD Business Meeting and Board Elections  
  Sycamore Maple  
  8:45 – 9:00

• Break  
  9:00 – 9:15

• Breakout Session 3  
  9:15 – 10:15

• Break  
  10:15 – 10:30

• Breakout Session 4  
  10:30 – 11:30

• Break  
  11:30 – 11:45

• Keynote Speaker – Mr. Scott Miller  
  Time, Energy, and Engagement  
  Sycamore Maple  
  11:45 – 1:00

• Closing Remarks, Lunch, and Networking  
  Sycamore Maple  
  1:00 – 1:30
# 4CSD Conference 2020 Breakout Workshop Schedule

<table>
<thead>
<tr>
<th>Thursday, March 5</th>
<th>Sequoia</th>
<th>Mahogany</th>
<th>Cedar</th>
<th>Magnolia</th>
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</tr>
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<tbody>
<tr>
<td>Breakout 1 1:00 – 2:00</td>
<td>Professional Development Powered by the Vision Resource Center and Cornerstone</td>
<td>Inclusive Excellence: Leadership in the 21st Century Community College</td>
<td>Elevating Professional Development to Professional Learning</td>
<td>Developing a Dazzling Professional Development Program Plan Open Lab</td>
<td>FLEX Q&amp;A</td>
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<td>Applying Guided Pathways Principles to Your Professional Development Program</td>
<td>How to Recognize Bullying/Abusive Conduct in the Workplace</td>
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<td>When &amp; Why to Hire a Consultant</td>
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<td>Nuances to Consider in Faculty Professional Development Programs</td>
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**Friday, March 6th is College Spirit Day!!**

Wear a shirt with your college’s logo!
Professional Development Practitioners’ Workshop

Presenters: Leslie Carr, College of the Canyons; Claudia Montoya-Andrews, Orange Coast College; Teresa Ward, Butte College

Sycamore Maple

You are invited to participate in a special workshop just for professional development practitioners! The presenters will share their experience with you on how to develop a Professional Development Program Plan that addresses the needs of all employee groups. You will also learn about:

- Committee structures
- Needs assessment surveys and focus groups
- Evaluations (workshop and program)
- Budgeting
- Hiring speakers/presenters
- Putting together a professional development program for all employee groups
- Annual reporting to the chancellor’s office
- What is FLEX/tracking FLEX hours
- What counts as FLEX
- Marketing your professional development offerings
- Working with administration to garner support for professional development
- And much more!

Questions you may have on other topics not listed above are encouraged.

What’s New in Professional Development?

Sycamore Maple

LeBaron Woodyard and Devin Rodriguez from the Chancellor’s Office will provide an update on the newest trends in Professional Development and answer your questions about what activities qualify for FLEX credit, FLEX reporting requirements, Classified professional development funding, adjunct faculty FLEX issues, and Professional Development program plans. Your questions are encouraged!
THURSDAY, MARCH 5

1:00 – 2:00  Breakout Session 1

Professional Development Powered by the Vision Resource Center and Cornerstone

Sequoia

Presenters: Carrie Smith, Foundation for California Community Colleges and Kelly Falcone, Palomar College

Come to this session to learn about the Vision Resource Center content available to all California Community College faculty, staff, and administrators. In addition, participants will learn about integrating the Cornerstone platform at their college and the variety of tracking and reporting tools that are made available for Professional Development Coordinators and Human Resources personnel.

Inclusive Excellence: Leadership in the 21st Century Community College - Characteristics, Communication & Action

Mahogany

Presenters: Lisa Mednick-Takami, Ed.D, El Camino College and Jesús Treviño, Ph.D, The Lind Group

Inclusive Excellence, as defined by the American Association of Colleges and Universities (AAC&U), is a comprehensive framework for addressing issues of equity, diversity, and inclusion (EDI) at two-year colleges and four-year universities. Complex efforts aimed at solving some of the pressing issues related to diversity and inclusion require equally sophisticated leadership characteristics, communication techniques, and approaches to taking action and moving diversity and inclusion agendas in higher education. This workshop explores characteristics of successful leadership in diversity by drawing on a national study of Chief Diversity Officers (CDOs) and presents implications for executive leadership when leading campus diversity efforts.

Closely connected to leadership are new communication techniques required for maximizing success in working with diverse communities: Calling in vs calling out; cognitive empathy; active listening; oppressional TNT; dialogue vs debate; perspective-taking; intersectionality, and White fragility are examples of concepts critical to successful leadership in contemporary EDI efforts. To realize institutional change, effective EDI leaders require a particular skillset, mindset, and commitment to overcoming challenges and embedded practices that compromise the success of historically marginalized student and employee populations. This will be an interactive workshop involving a simulation and group activities.
THURSDAY, MARCH 5

1:00 – 2:00  Breakout Session 1

Elevating Professional Development to Professional Learning
Cedar
Presenter: Sarah Sullivan, Mission College

Building knowledge and relationships together in inquiry-based professional learning is the foundation for equity and institutional transformation. Participants will learn about Mission College’s journey as they embraced inquiry based, intentional, equity focused professional learning as the foundation for building trust, knowledge and the capacity to create institutional and curricular transformation. In this interactive and collaborative workshop, we will inquire together about how to build community, collaboration and knowledge through a culture of professional learning, in order to activate equity on our campuses.

Developing a Dazzling Professional Development Program Plan Open Lab
Magnolia
Facilitators: Leslie Carr, College of the Canyons and Claudia Montoya-Andrews, Orange Coast College

Come to this session to get one-on-one assistance with your Professional Development Program Plan. Please bring your current plan to this session.

FLEX Q&A Roundtable
Sycamore Maple
Facilitators: 4CSD Board Members, LeBaron Woodyard, Dean, Academic Affairs and Devin Rodriguez, Associate Governmental Program Analyst, Chancellor’s Office

Bring your FLEX questions to this session and get the answers you are seeking! Not a presentation, this roundtable discussion will focus on the types of activities that qualify as FLEX activities, what cannot be counted as FLEX, filling out the annual Flexible Calendar report, and anything else you can think of! Veteran FLEX coordinators will be on-hand to answer your questions.
**THURSDAY, MARCH 5**

**2:15 – 3:15**  **Breakout Session 2**

**Eagles In Flight: Mt. San Jacinto College’s New Employee Training and Mentorship Program**

*Magnolia*

*Presenters: Anna Stirling, Karla Withrow, and AnJeanette Oberg, Mt. San Jacinto College*

The mission of the program is to help new employees create a sense of community and connection to the college early in their employment with the institution, to empower and support new employees in integrating their individual passions and talents into our college culture, to help new employees learn the operational structures and processes currently in place, and identify ways in which we can better collectively support the success of our students. Come to this session to learn how you can implement a similar program at your college!

**Gaining a Deeper Understanding of Diversity and Inclusion**

*Sequoia*

*Presenter: Jesús Treviño, Ph.D., The Lind Group*

As our society has become increasingly diverse, so has the approach to and knowledge about the constructs of diversity and inclusiveness. There is a difference between the two concepts that becomes critical in working with and addressing issues related to diverse populations. Thus, it is important to gain a deeper understanding of diversity and inclusion if we are to recruit diverse personnel, create more inclusive institutional work and student climates, improve services to diverse student, staff, and faculty groups, and empower individuals who are members of different groups.

With that goal in mind, this workshop includes concepts such as worldview, cognitive empathy, social identities, intersectionality, individualism, collectivism, privilege, institutional “isms”, and salient/non-salient. This interactive session involves simulations, group work, metaphors, story problems, and includes plenty of practical examples.
Applying Guided Pathways Principles to Your Professional Development Program
_Mahogany_

*Presenters: Chris Benn, Patricia Flannigan, Rebecca Quinn, and Susan Lucyga, Sierra College*

Participants will learn how Sierra College uses Guided Pathways principles to create a more intentional and relevant professional development program for classified professionals, faculty, and managers.

How to Recognize Bullying/Abusive Conduct in the Workplace
_Cedar_

*Presenter: Flavio Medina-Martin, College of the Canyons*

Workplace bullying and abusive conduct can be debilitating and unproductive in a working or academic environment. Learn how to recognize what workplace bullying is, what abusive conduct is, when does this behavior become discriminatory and when it’s just plain rude behavior! This workshop will provide examples of the various types of bullying and abusive conduct in the workplace and how it affects employee morale and productivity for everyone involved.

As a professional development practitioner, we are exposed to various activities on the college campus. How can you contribute to a work/academic environment that is free of workplace bullying and abusive conduct? If you would like to learn how to recognize signs of workplace bullying and abusive behaviors as well as learn how to assess your own potential workplace behaviors, this workshop is for you!

We Have Money!! How Do We Spend It? A Classified Professional Development Funds Best Practices Roundtable Discussion
_Sycamore Maple_

*Facilitators: 4CSD Board Members, LeBaron Woodyard, Dean, Academic Affairs and Devin Rodriguez, Associate Governmental Program Analyst, Chancellor’s Office*

Bring your ideas for engaging Classified professional development workshops and activities to share with your professional development colleagues, and learn what other colleges are doing with the new Classified Professional Development funds received in 2019.
Gaining a Deeper Understanding of Diversity and Inclusion

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As our society has become increasingly diverse, so has the approach to and knowledge about the constructs of diversity and inclusiveness. There is a difference between the two concepts that becomes critical in working with and addressing issues related to diverse populations. Thus, it is important to gain a deeper understanding of diversity and inclusion if we are to recruit diverse personnel, create more inclusive institutional work and student climates, improve services to diverse student, staff, and faculty groups, and empower individuals who are members of different groups.

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When & Why to Hire a Consultant

*Mahogany*

*Presenters: Shannon Krajewski, Los Angeles Pierce College and Stephanie Beals, Newleaf Training and Development*

Have a project that could use some outside expertise? If you are considering working with a consultant, join us! We will provide a practical overview of when and why it makes sense to engage an external partner, budget permitting. We will discuss how to design the project to maximize long-term benefit for your college. We will share the lessons learned from partnering on a recent complex project over many months that helped us implement significant and sustainable improvements in our organizational effectiveness.
FRIDAY, MARCH 6

9:15 – 10:15    Breakout Session 3

15 Concrete Tips on How to Better Prepare for That Next Promotion!
Sycamore Maple
Presenter: Flavio Medina-Martin, College of the Canyons

It all starts with an internal thought – an intuition, a desire to expand your knowledge base, a thirst for a bigger or different challenge! Learn how to better prepare for that next promotion/life chapter. Seeking an opportunity to grow and excel personally and professionally can be exciting and at the same time intimidating and scary. Gathering documentation, applying, testing, and interviewing for a new position and potentially learning processes at a new campus/work culture does not happen every day.

Learn three major elements that can help with your journey – Mental Preparation, Physical Preparation and a Strong Sense of Self. The reality for most is that not every interview will lead to a successful outcome. The question then becomes what are my key “takeaways” from this courageous process and what can I learn about myself to ensure that I am a more qualified candidate the next time? If you would like to learn 15 concrete tips on how to better prepare for that next promotion and/or life chapter, this workshop is for you!
FRIDAY, MARCH 6

9:15 – 10:15  Breakout Session 3

Professional Development Powered by the Vision Resource Center and Cornerstone
Cedar
Presenters: Carrie Smith, Foundation for California Community Colleges and Kelly Falcone, Palomar College

Come to this session to learn about the Vision Resource Center content available to all California Community College faculty, staff, and administrators. In addition, participants will learn about integrating the Cornerstone platform at their college and the variety of tracking and reporting tools that are made available for Professional Development Coordinators and Human Resources personnel.

FRIDAY, MARCH 6

10:30 – 11:30  Breakout Session 4

How to Optimize Learning for Your Employees
Magnolia
Presenters: Erin Strider, Association for Talent Development and Claudia Montoya-Andrews, Orange Coast College

Join us at this workshop where you will learn practical ways to enhance learning and motivation with your learners by intentionally creating a positive learning environment. Whether you manage the learning function at your college, are a faculty member, or the person responsible for delivering training to employees, you will gain research-based practical knowledge for optimizing the learning experience for all.
Unconscious Bias: Understanding Bias to Unleash Potential

_Mahogany_

_Presenters: Theresa Prelitz, FranklinCovey_

Every day, we are faced with countless bits of information while making decisions that range from the pragmatic to the strategic. Moreover, we do so while working with increasingly diverse teams and stakeholders. As we confront more and more information and have to act quickly while considering varying perspectives, leaders and team members are primed to rely on biased thinking. Why? Because unconscious biases are how our brains compensate for overload. However, bias can also inhibit performance and lead to poor decision-making. So how do we counteract the potentially harmful impacts of unconscious bias? How can we create a workplace in which everyone feels valued and able to offer his or her best?

A bias is a preference for or against a person, place, or thing. Unconscious bias leaves us unaware of potential harm resulting from biased thinking. As we understand bias, we can address it to create a culture in which everyone thrives. To do so, we must:

✓ **Identify Bias** where it shows up in our own thinking and in our workplaces.
✓ **Cultivate Connection** with those around us to expand our understanding and improve our decision-making.
✓ **Choose Courage** as we engage with care and boldness in addressing biases that limit people and constrain performance.

There is nothing more fundamental to performance than how we see and treat each other as human beings. At this session, participants will learn how to help our leaders and team members address bias so they can thrive and increase performance across your organization.
FRIDAY, MARCH 6

10:30 – 11:30 Breakout Session 4

Nuances to Consider in Faculty Professional Development Programs
*Cedar*
*Presenter: Teresa Ciardi, College of the Canyons*

The culture of the college, current faculty mindset, ease of participation, and enticements to participate are all-important factors that we will explore together. Whether planning a FLEX week or a single activity, the importance of professional growth must be the goal, and the activity must have something about it that will lead to participation. Easy access to information is also paramount to a successful Professional Development program. Participants will be encouraged to share techniques used at their colleges so we may all learn from each other.

Applying Guided Pathways Principles to Your Professional Development Program
*Sycamore Maple*
*Presenters: Chris Benn, Patricia Flannigan, Rebecca Quinn, and Susan Lucyga, Sierra College*

Participants will learn how Sierra College uses Guided Pathways principles to create a more intentional and relevant professional development program for classified professionals, faculty, and managers.
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<td>Breakfast</td>
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<td></td>
<td><em>Main Hallway</em></td>
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<tr>
<td>8:45 – 9:00</td>
<td>Business Meeting and 4CSD Board Elections</td>
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<td>9:00 – 9:15</td>
<td>Break</td>
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<td>Breakout Session 3</td>
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<tr>
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<td>10:30 – 11:30</td>
<td>Breakout Session 4</td>
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<td>Break</td>
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<tr>
<td>11:45 – 1:00</td>
<td>Time, Energy, and Engagement</td>
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<td></td>
<td>Mr. Scott Miller, Executive Vice President of Thought Leadership,</td>
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<td>FranklinCovey</td>
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<td><em>Sycamore Maple</em></td>
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<td></td>
<td>We are excited to announce that Scott Miller, Executive Vice President of Thought Leadership at FranklinCovey, will be the keynote speaker this year!</td>
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<td></td>
<td>Scott is the bestselling author of Management Mess to Leadership Success and co-author of the recently launched Everyone Deserves a Great Manager. He is also a weekly columnist for Inc. Magazine, and the host of webcast, podcasts Great Life, Great Career and On Leadership.</td>
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<td>Join Scott as he addresses the most common problems leaders and managers must face and briefly explores the limiting mindsets and typical mistakes that lead to those problems. Scott will cover managerial skills like 1-on-1’s, giving feedback, delegating, hiring, and building team culture. This is a great blueprint for becoming the professional development leader every team deserves!</td>
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<td>Additional information on this topic is available at <a href="https://everyonedeservesagreatmanager.com/">https://everyonedeservesagreatmanager.com/</a></td>
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THE 6 CRITICAL PRACTICES FOR LEADING A TEAM™

The Challenge For First-Level Leaders

First-level leaders make a significant impact on every metric in your business: employee productivity and engagement, customer satisfaction and loyalty, innovation, and financial performance. They are the creators and carriers of culture for their teams and directly influence whether top talent stays or leaves. They are frequently responsible for the quality of the customer experience, and first-level leaders and their teams are the biggest source of product and process innovation. Your first-level leaders are the "Difference-Makers" in your business.

The role of the first-level leader has always been tough and today’s realities make the role even tougher. People skills typically account for 80 percent of success in this role. Yet many people are promoted because of their technical capabilities. Both new and experienced first-level leaders can struggle when it comes to excelling at leading teams in today’s workplace.

Introducing The 6 Critical Practices For Leading A Team

This solution equips first-level leaders with the essential skills and tools to get work done with and through other people. The program is ideal for new first-level leaders who need to transition successfully from individual contributors to leaders of others. It also applies to leaders who have been in their roles for some time, and are looking for practical and relevant guidance on how to effectively lead and manage their teams.

<table>
<thead>
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<th>Solution</th>
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<td>• Emerging leaders need to learn more about being a leader.</td>
<td>• Fast-tracks development of emerging leaders.</td>
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<tr>
<td>• New team leaders need the foundations of leadership.</td>
<td>• Equips leaders with the basic skills and tools every manager needs but few receive.</td>
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<tr>
<td>• Existing frontline leaders need a refresher on the basic skills of leading others.</td>
<td>• Level-sets leadership skills across an organization so that all managers use a common skillset and toolset.</td>
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Objectives

The 6 Critical Practices for Leading a Team is a special collection of carefully curated content from proven FranklinCovey offerings. The repurposed mindsets, skillsets, and toolsets provide first-level leaders with relevant and practical resources to help them excel in this tough and demanding role.

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<tr>
<td>DEVELOP A LEADER’S MINDSET</td>
<td>Explore the critical mindset shifts that will maximize your success as a leader of others.</td>
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<tr>
<td>HOLD REGULAR 1-ON-1s</td>
<td>Increase engagement of team members by conducting regular 1-on-1s; deepen your understanding of team member issues, and help them solve problems for themselves.</td>
</tr>
<tr>
<td>SET UP YOUR TEAM TO GET RESULTS</td>
<td>Create clarity about team goals and results; delegate responsibility to team members while providing the right level of support.</td>
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<tr>
<td>CREATE A CULTURE OF FEEDBACK</td>
<td>Give feedback to develop team member confidence and competence; improve your own performance by seeking feedback from others.</td>
</tr>
<tr>
<td>LEAD YOUR TEAM THROUGH CHANGE</td>
<td>Identify specific actions to help team members navigate and accelerate through change and achieve better performance.</td>
</tr>
<tr>
<td>MANAGE YOUR TIME AND ENERGY</td>
<td>Use weekly planning to focus on the most important priorities, and strengthen your ability to be an effective leader by applying the 5 Energy Drivers.</td>
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Delivery Options

- **Live/In-Person.** You can certify to deliver the one-day work session or FranklinCovey can deliver it for you.

- **Digital.** Elite-sized articles, videos, and tools organized around The 6 Critical Practices. Option for an opt-in, email-driven, digital-learning track over a 12-week period.

Resources

Participant materials include:
- Participant guide
- Practice cards
- An opt-in, email-driven, digital-learning track over a 12-week period

Facilitator materials include:
- Virtual certification
- Facilitator guide
- PowerPoint® with embedded videos

The FranklinCovey All Access Pass allows you to expand your reach, achieve your business objectives, and sustainably impact performance. It provides access to a vast library of FranklinCovey content, including assessments, training courses, tools, and resources available live, live-online, and On Demand. For more information, contact your FranklinCovey client partner or call 888-868-1776.

Please **PRE-REGISTER** and direct questions related to this pre-conference training opportunity to Phyllis Kowis

**phyllis.kowis@frankincovey.com** or **(360) 510-6851**
4CSD Board Members

David Betancourt
Cerritos College

Lynn Wright
Ventura College

Jan Schardt
Napa Valley College

Claudia Montoya-Andrews
Orange Coast College

Rochelle Weiser
Grossmont College

Teresa Ward
Butte College

Leslie Carr
College of the Canyons

The California Community College Council for Staff Development (4CSD) is a non-profit organization that provides training resources for staff development practitioners of the California Community Colleges.

Visit Our Website

For more information, please visit our website at www.4csd.com.
- Magnolia, Cedar and Mahogany rooms are **UPSTAIRS** on the 2\textsuperscript{nd} floor.
- Stairs are located next to the Business Center.
- The elevator is located near the restrooms across from the Courtyard.
Thank you to our Conference Sponsors

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Association for Talent Development

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California Community Colleges | Vision Resource Center