

Management

Essentials

Mt. San Antonio College

2022-2023

Walk the Talk - DEIA in Action

September 13, 2022

Mt. SAC has a strong commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA). Participants will learn the importance of diversity and inclusion in building a strong, effective team. Additionally, managers will gain an understanding of the impact of positionality and strategies to sustain an inclusive environment. Lunch is provided!

Noon to 2pm

Intro to Emotional Intelligence & Diversity

September 20, 2022

Research shows that team-member engagement is one of the most significant factors in above-average productivity and low turnover. The average manager spends at least 20% of their time resolving personality conflicts. This workshop will give managers an understanding of how Emotional Intelligence and Diversity (EID) intersect and develop specific skills to increase engagement and productivity. Participant will improve intercultural competence, increase empathy, and gain strategies EID. Lunch is provided!

Noon to 4pm

New Manager Welcome

October 11, 2022

This welcome session is designed to provide new managers at Mt. SAC with an overview of management resources and structures. Participants will be introduced to the Transformative Model of leadership that informs our management culture and professional learning. Participants will be connected to our mission and vision as well as management foundations. Finally, the session will end with a focus on personal wellness as an essential element of leadership. Lunch is provided!

Noon to 4pm

How to Use Your Approved Budget for Planning

October 20, 2022

Now that you have your approved budget, what do you do? Learn how your Mt. SAC budget is created, including explanations of your account strings and what you can and can't actually spend your money on! *Online*.

Noon to 2pm

Handling Employees' Time Off

November 15, 2022

Learn the different types of leaves available to employees and address some of the challenges faced by managers in supervising the often-complicated requirements of leaves and absences. Lunch is provided!

Noon to 2pm

Establishing a Work-Life Balance

December 6, 2022

In this humorous and engaging session, learn how to truly balance work and life. Participants will learn how managers taking time off will benefit the team as well as the manager. Practical guidance and supportive resources are provided to help managers support a healthy work environment for everyone. Lunch is provided! **Noon to 1:30pm**

We are committed to the continued development of a healthy management culture where productivity is maximized and all managers are empowered to thrive.

Designed for new managers, open to all managers.

Management Essentials Team

Brandin Bowman

Lianne Greenlee

Lee Jones

Luke Meyer

Sayeed Wadud

Bianca Valle Ward

Marisa Ziegenhohn

**SEE OTHER SIDE FOR
SPRING WORKSHOPS**



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Mindful Leadership: The Book of Joy

January 17, 24, 31, February 7, 2023

Nobel Peace Prize Laureates, His Holiness the Dalai Lama and Archbishop Desmond Tutu, answer the question: How do we find joy in the face of life's inevitable suffering? In "The Book of Joy", we will explore the Nature of True Joy, confront the Obstacles of Joy, and explore the Eight Pillars of Joy which provide the foundation for lasting happiness. Lunch is provided!

Four Sessions, Tuesdays Noon to 1:30pm

How to Use PIE to Create Your Tentative Budget

February 23, 2023

As we prepare to work on the current year budget review, learn the do's and don'ts of planning and budgeting, including how PIE and budget are integrated to create your 2021-22 tentative budget. Lunch is provided!

Noon to 1:30pm

Know Your Management Style - DiSC

March 16, 2023

This interactive session will help you to understand and develop how people express work-style preferences along the four quadrants of Dominant, Influence, Steady, and Conscientious (DiSC) and how to improve productivity and project planning using DiSC. Participants receive an assessment prior to the session date with a personalized report. Lunch is provided!

Noon to 3pm

Managing Effective Evaluations

February 4, 2023

One crucial responsibility we have as managers is the development of effective evaluations for comprehensive reflection of performance and employee self-improvement. Whether you are responsible for evaluating staff, faculty, or other managers, understanding how to create substantive, criterion-referenced, evidence-based, and legally rigorous evaluations is a must! Lunch is provided!

Noon to 3pm

FRISK Progressive Discipline

April 11, 2023

This fast-moving presentation will provide an interactive guide and training using realistic scenarios for managers. If you are a manager who wants to understand how to effectively communicate, document, and improve employee performance, this session is for you. Emphasis is placed on open, honest, and precise information sharing to avoid misinterpretation and provide employees with clear direction for change within an accountable and considerate working relationship. Lunch is provided!

Noon to 2pm

New Manager Welcome

April 18, 2023

This welcome session is designed to provide new managers at Mt. SAC with an overview of management resources and structures. Participants will be introduced to the Transformative Model of leadership that informs our management culture and professional learning. Participants will be connected to our mission and vision as well as management foundations. Finally, the session will end with a focus on personal wellness as an essential element of leadership. Lunch is provided!

Noon to 4pm

Project Management Overview

May 23, 2023

Develop, integrate and apply a wide diversity of skills including communication, scheduling, conflict management, leveraging and focusing team member strengths, setting appropriate goals, and understanding the process of team formation for both large and small projects. Lunch is provided!

Noon to 4pm

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