

MANAGEMENT *Onboarding*

Mt. San Antonio College

Operational Training 2020-2021

Employee Leaves Training for Managers Nov. 9, 2-4 or Nov. 20, 2-4

This training will explain the different types of leaves available to employees and address some of the challenges faced by managers in supervising leaves and absences.

FRISK™ Dec. 8, 3-5 OR Dec 11, 10-Noon

FRISK™ is a communication framework designed to help managers promote positive change in substandard employee performance through clear communication and scaffolding of appropriate outcomes.

Sexual Harassment Awareness Nov. 17, 3-5

This is training that must be renewed every two years. If you're getting close or you have never had this training at Mt. SAC, join us.

PIE and Budget—Expanded Version Feb. 5, 2021, 2-3

As we prepare to work on the current year budget review (as of February 28 expenditures) and work on tentative budget development for 2021-22, learn the do's and don'ts of planning and budgeting, including how PIE and budget are integrated throughout the year.

Leadership Training 2020-2021

Managing Effective Evaluations Oct. 21, 10-noon or Oct. 23, 2-4

Learn how to effectively create substantive evals that reflect performance and scaffold improvement.

Introduction to Emotional Intelligence and Diversity (2 parts) Nov. 6, 2-5 AND Nov. 13, 1-4

Introduction to increasing team engagement and effectiveness through techniques that merge the understanding of emotional intelligence with a commitment to diversity.

Mindfulness for Managers Dec. 4, 2-3

Learn how to increase your clarity and focus, developing not only habits of self-care in your life but developing tools that will help you address specific issues and challenges in your workspace.

Create a Satisfying Work Environment Jan. 22, 2021, 2-4

The nuts and bolts of creating a thriving work environment based on trust, team building, effective communication, and how to handle challenging team members.

Project Management Spring 2021--TBA

Introduction to the essential elements and strategies of effective project management including organization, scheduling, and communication for both larger and smaller projects.

Essential Leadership: How to Effectively Navigate Institutional Politics Spring 2021--TBA

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 Onboarding Team

Lianne Greenlee
Jim Jenkins (Coordinator)
Matt Judd
Heidi Lockhart

