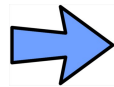


Classified Professional Development
Monday, August 21, 2017 at Mira Costa High School
Schedule of Sessions



Register at: <https://goo.gl/4cLrrv>

| Session Title and Time | Description |
|---|--|
| <p>CPR/First Aid/AED Use with 2 year Certification 9:40 a.m.-3:00 p.m.</p> <p>Open to all Classified Employees</p> | <p>This session will provide participants with training on CPR and First Aide techniques. In addition, participants will learn how to operate an automated external defibrillator (AED) machine. Participants who successfully complete this course will receive a 2-year certification.</p> <p>IMPOTANT NOTE: In order to receive certificate, participants must attend the entire session from 9:40 a.m. to 3:00 p.m. There will be a break for lunch.</p> |
| <p>Child Abuse Mandated Reporting 9:40 a.m.-10:30 a.m.</p> <p>Open to all Classified Employees</p> | <p>This session is designed to meet the yearly mandatory training. To meet this requirement one may complete training online or attend this in-person session.</p> |
| <p>Aeries Refresher/Procedures Overview 9:40 a.m. – 10:30 a.m.</p> <p><u>Open to Office Staff employees using Aeries</u></p> | <p>This session will provide Office Staff employees with a refresher on last spring’s training and an overview of important office procedures in Aeries.</p> |
| <p>Child Abuse Mandated Reporting Repeated Session 11:00 a.m.-12:00 p.m.</p> <p>Open to all Classified Employees</p> | <p>This session is designed to meet the yearly mandatory training. To meet this requirement one may complete training online or attend this in-person session.</p> |
| <p>Aeries Open Forum / Q&A 11:00 a.m. – 12:00 p.m.</p> <p><u>Open to Office Staff employees using Aeries</u></p> | <p>This session will be an Open Forum to discuss questions regarding Aeries, try-out some of the procedures, and answer any questions office staff may have.</p> |
| <p>Meet your Reps! CSEA Leadership 11:00 a.m. – 12:00 p.m.</p> <p>Open to all Classified Employees</p> | <p>CSEA Leadership will present on the CSEA and contract benefits and answer any questions.</p> |
| <p>CSEA Group Dynamics 1:00 p.m.-3:00 p.m.</p> <p>Open to all Classified Employees</p> | <p>This session will help participants learn how to deal with difficult people while maintaining a high professional standard in the workplace.</p> |