

MCC Employees—

Please take a look at these workshop opportunities and click on the link to register. If you have any problems, call the Professional Development Hotline at (815) 479-7768. You can use the “Got Training” button on InsideMCC any time to view workshops that are scheduled months in advance. **Don't forget to hit the green button!!**

Before you take a workshop, don't forget to complete the form to get your supervisor's approval and advanced credit:

Staff: [Salary Adjustment Application for Staff](#)

Faculty: [Salary Adjustment Application for Faculty](#)

Administrators: [Salary Adjustment Application for Administrators](#)

Mon Jan 19	3:00pm- 4:00pm A106	<u>ANGEL Gradedook – 1 clock hour</u> A focused training covering basic aspects of ANGEL's gradebook including initial gradebook set-up, categories and assignments, setting up weighted grades, entering and editing grades, and exporting and printing the gradebook. This workshop is intended for instructors who are relatively new to ANGEL or who would like a refresher on using the gradebook. <i>Presenter Anne Humphrey</i>
Tue Jan 20	1:00pm- 2:00pm A240	<u>Workplace Ergonomics – 1 clock hour</u> This one-hour presentation will provide information and suggestions for identifying and reducing potential Musculoskeletal Disorder (MSD) risks and adding comfort to the work station. Appropriate lifting techniques will also be discussed. This workshop is geared for all and required for new employees. <i>Presenters – Phyllis Holdaway & Dave Penoyer</i>
Thu Jan 22	10:00am- 11:30am A100	<u>Network Survival – 1.5 clock hours</u> Learn the basics of the MCC Network. Topics include: saving and retrieving files, the H:\ drive, the Common Drive, InsideMCC, accessing email, burning CDs, and appropriate use of college information technology. Open to all and required for new employees as of 1/1/09. <i>Presenter – Elaine Whalen-Pedersen</i>
Mon Jan 26	2:30pm- 4:00pm A106	<u>ANGEL Content – 1.5 clock hours</u> Learn how to upload documents and files to ANGEL and set up folders. This workshop is intended for instructors who are relatively new to ANGEL. <i>Presenter – Anne Humphrey</i>
Wed Jan 28	2:30pm- 4:00pm A106	<u>ANGEL Dropbox – 1 clock hour</u> Learn how to set up an electronic assignment dropbox in ANGEL, retrieve student submissions, and send feedback to students via ANGEL. This workshop is intended for instructors who are experienced using ANGEL. <i>Presenter – Anne Humphrey</i>
Fri Jan 30	10:00am- 11:00am	<u>Safety & Security at MCC – 1 clock hour</u> Come and learn procedures to ensure your safety and well-being at MCC. This workshop is geared for all and required for new

	A210	employees. <i>Presenter – Pat Stejskal</i>
Fri Jan 30	11:00am- 12:30pm A210	<u>MCC Service Excellence – 1.5 clock hours</u> MCC is committed to building a culture of good service on our campus. Come to this "nuts & bolts" session to refresh and renew your customer service skills. This workshop is geared for all and required for new employees who started before 1/1/09. <i>Presenter – Pat Stejskal</i>
Sat Jan 31	9:00am- 3:00pm A210	<u>Integrating Multi-Media – 5 clock hours or an iPod</u> Create a podcast, record and post a video on YouTube, and learn to integrate existing video content on YouTube in your online and web-enhanced courses. Participants will receive an iPod OR 5 clock hours for attending this ALL-DAY workshop. (Call Elaine at 8534 and tell her whether you want the iPod or clock hours.) Participants MUST be either full-time or adjunct faculty. <i>Presenter – Pete Lilly</i>