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Date/Time			Critical Thinking	Helping Students Learn	New Kids on the Block (for new and used employees)	Technologies	Reading & Reflections	Building Community	Serving Students	Desire2Learn
March 6 10 a.m. and 1:30 p.m.	L-100	<i>Balancing Work and Life Issues from Daycare to Eldercare</i> – Preregister with ageter@yorktech.com . Identify basic concepts of maintaining a healthy balance between work and personal issues. (Nancy Grunnet)								
March 18-W 11-12:15 3:30-4:45 5-6:15 March 19-Th 11-12:15 3:30-4:45 5-6:15 March 20-F 9-10:15	A250 A225 A250 A246 A225 A225 A225	<i>Desire2Learn (D2L) Training Session 1</i> – Preregister at http://ytcd2ltrain1.blogspot.com/ by following the directions on the blog. Choose one of seven duplicate sessions. (You will need to create a Google account to sign up if you do not already have one. Google) Get an <i>Overview</i> of D2L (YTC’s new learning management system replacing WebCT) and begin working with your <i>Course Content</i> . <i>Workshop information will be available online March 27.</i>								
March 20 10:30 a.m.	ST238	<i>Intentional Advising: Strategies That Work</i> – Preregister with lochsner@yorktech.com . Academic advising—it’s more than just registering for classes! Learn information and strategies to have effective discussions with your advisees about topics such as student goals, obligations outside of school, the probation/suspension process, and financial aid as it pertains to academic progress. (Kerri McGuire, Lori Ochsner)								

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March 25-W 11-12:15 3:30-4:45 5-6:15 March 26-Th 11-12:15 3:30-4:45 5-6:15 March 27-F 9-10:15	A250 A225 A250 A246 A225 A225 A225	<i>Desire2Learn (D2L) Training Session 2 – Preregister at http://ytcd2ltrain2.blogspot.com/ by following the directions on the blog. Build and organize <i>Quizzes</i>. Choose one of seven duplicate sessions. <i>Workshop information will be available online April 3.</i></i>								
March 27 10:30 a.m.	A258	<i>MS Word – Preregister with tsmith@yorktech.com. You’ve had Word 2007 basics—now focus on a few tips and tricks to enhance your skills, such as changing defaults, making tables of contents, inserting graphics and tables, and adding elements to both. Time will be set aside for questions/ answers and sharing, so bring questions to discuss if you are having challenges. (Also offered 4/17)</i>								
April 1-W 11-12:15 3:30-4:45 5-6:15 April 2-Th 11-12:15 3:30-4:45 5-6:15 April 3-F 8-9:15	A250 A225 A250 A246 A225 A225 A225	<i>Desire2Learn (D2L) Training Session 3 – Preregister at http://ytcd2ltrain3.blogspot.com/ by following the directions on the blog. Utilize the <i>Assignment Dropbox</i> and course <i>Discussion Board</i>. Choose one of seven duplicate workshops. <i>Workshop information will be available online April 10.</i></i>								

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April 7 10 a.m. and 1:30 p.m.	L-100	<i>"You Say Tomato, I Say Tomahto" – Boomers, Xers, Millenials – What are They Thinking? – Preregister with ageter@yorktech.com. (Nancy Grunnet)</i>								
April 9 2:30 – 3 p.m.	B-24	<i>Brain Gym: Re-energize! – Preregister with paul@yorktech.com. Learn what your brain needs to function well. Practice simple movements and basic exercises to refresh you and to activate your brain. Learn (and remember) new memory exercises! (Taunya Paul, Lori Ochsner)</i>								
April 10 10:30 a.m.	ST236	<i>Sending Out An S.O.S.: Helping Students In Need – Preregister with kmcguire@yorktech.com. Students tend to raise common “red flags” when experiencing academic problems and personal matters that hinder academic success. Participate in this session to discover common signs of student issues and possible interventions which <i>all college personnel</i> can utilize to help improve retention and maximize student success. (Kerri McGuire)</i>								
April 8-W 11-12:15 3:30-4:45 5-6:15 April 9-Th 11-12:15 3:30-4:45 5-6:15 April 10-F 9-10:15	A250 A225 A250 A246 A225 A225 A225	<i>Desire2Learn (D2L) Training Session 4 – Preregister at http://ytcd2ltrain4.blogspot.com/ by following the directions on the blog. Get comfortable using the D2L <i>Gradebook</i>. Choose one of seven duplicate workshops. <i>Workshop information will be available online April 17.</i></i>								

	Room									
Date/Time			<p><i>Desire2Learn (D2L) Training Session 5 – Preregister at http://ytcd2ltrain5.blogspot.com/ by following the directions on the blog. Post News for your course and use the D2L Schedule (calendar). Choose one of seven duplicate workshops. Workshop information will be available online April 25.</i></p>	Critical Thinking	Helping Students Learn	New Kids on the Block (for new and used employees)	Technologies	Reading & Reflections	Building Community	Serving Students
<p>April 15-W 11-12:15 3:30-4:45 5-6:15 April 16-Th 11-12:15 3:30-4:45 5-6:15 April 17-F 9-10:15</p>	<p>A250 A225 A250 A246 A225 A225 A225</p>	<p><i>Desire2Learn (D2L) Training Session 5 – Preregister at http://ytcd2ltrain5.blogspot.com/ by following the directions on the blog. Post News for your course and use the D2L Schedule (calendar). Choose one of seven duplicate workshops. Workshop information will be available online April 25.</i></p>								
<p>April 16 2:30 – 3:30 p.m.</p>	<p>B-24</p>	<p><i>How Full is Your Bucket? – Preregister with paul@yorktech.com. Reverse the Golden Rule – Do unto others as they would have you do unto them. Are you “filling buckets” on a regular basis? This interactive session is organized around a metaphor of a dipper and bucket to show how to increase positive moments in work and life while reducing the negative. (Taunya Paul, Lori Ochsner)</i></p>								
<p>April 17 10:30 a.m.</p>	<p>A258</p>	<p><i>MS Word – Preregister with tsmith@yorktech.com. You’ve had Word 2007 basics—now focus on a few tips and tricks to enhance your skills, such as changing defaults, making tables of contents, inserting graphics and tables, and adding elements to both. Time will be set aside for questions/ answers and sharing, so bring questions to discuss if you are having challenges. (Also offered 6/12)</i></p>								

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April 22 2-4pm	ST237	Shannon Autrey (customer advocate for Elluminate) will present different ways of using Elluminate to assist students in the learning process. Shannon will demonstrate how to use Elluminate as well as share innovative ideas. Preregister with Ginger Dewey, mailto:dewey@yorktech.com								
April 24 9 a.m.	ST238	<i>Writing Rubrics</i> – Preregister with lochsner@yorktech.com (Lori Ochsner) Use a systematic approach to tackle the challenge of writing effective rubrics. Discover sample criteria for assessing a variety of activities. Come with a project to assess, and leave with a rubric!								
May 4 2-4pm	ST 237	Geoff Spencer (Sonic Foundry) will demonstrate a class capture program. Preregister with Ginger Dewey, mailto:dewey@yorktech.com To watch a 2 minute video on Sonic Foundry/Mediasite, go to http://msite.sonicfoundry.com/msite/Viewer/?peid=52245fd6-9a76-4f63-a3d7-cffcdd5bd20f .								
May 8 10 a.m. and 1:30 p.m.	L-100	<i>Conflict Resolution</i> – Preregister with ageter@yorktech.com . Gain the necessary skills to effectively handle and resolve conflict in the workplace. (Russ Knight)								
May 13 10 a.m. and 1:30 pm	L-100	<i>Bringing in New Talent: The Hiring and Selection Process</i> – Preregister with ageter@yorktech.com .								
June 5 10 a.m. and 1:30 p.m.	L-100	<i>We're on the Same Team</i> – Preregister with ageter@yorktech.com . Review strategies to improve teamwork and productivity. (Russ Knight)								

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June 12	A-258	<p><i>MS Word</i> – Preregister with tsmith@yorktech.com. You've had Word 2007 basics—now focus on a few tips and tricks to enhance your skills, such as changing defaults, making tables of contents, inserting graphics and tables, and adding elements to both. Time will be set aside for questions/ answers and sharing, so bring questions to discuss if you are having challenges.</p>				