

Facilities and Public Safety Professional Development Institute 2024

...Coming Next Week!

FACILITIES AND PUBLIC SAFETY



INSTITUTE

Tuesday, Jan. 9

Wednesday, Jan. 10

Thursday, Jan. 11

1:30-2:15 p.m. | 10-10:45 p.m.

MC's commitment to high-quality staff support continues with a revised program that features two tracks.

1. Navigating MC's apps and information systems
2. Skill development for aspiring and new leads and supervisors

Each session is scheduled twice during the day at times convenient for every shift to ensure equal access. Register today by clicking on the session title! Click on the class link to access the session on the day and time for which you registered.

At-a-Glance:

Date	45" Sessions
Tuesday, Jan. 9	<ol style="list-style-type: none">1. Accessing Outlook and Teams and Using Duo 2FA from your Smartphone2. Coaching Tips
Wednesday, Jan. 10	<ol style="list-style-type: none">1. Timesheets: How to Submit Your Time Easily and Accurately2. How to Begin a Conflict Conversation
Thursday, Jan. 11	<ol style="list-style-type: none">1. EAP: How to Use and Access It2. Tame Your To-Do List and Increase Your Productivity

1. Track: Navigating MC's Apps and Information Systems

[Accessing Outlook and Teams and Using Duo 2FA from your Smartphone \(Tuesday\)](#)

Learn how to download and access Microsoft Outlook and Microsoft Teams from your smartphone and how to configure Duo 2FA settings. View demonstrations on installing apps via the App Store (iOS devices) and the Google Play Store (Android devices). Upon completion of this session, you will be able to

- Determine how much space is available on your smartphone.
- Download the Outlook and Teams apps onto your smartphone.
- Open and log into Outlook and Teams apps on your smartphone.
- Set up Duo to send push notifications and remember your smartphone.

--Anna Donohoe, Andrew Scheppler

[class link: <https://montgomerycollege.zoom.us/j/91478081271>]

Timesheets: How to Submit Your Time Easily and Accurately (Wednesday)

Hours worked, shifts that occur over two days, paid time off, overtime—entering these different types of time can be confusing. Observe how to submit your time in Workday so your report is accurate. Bring your questions about issues that you find confusing. Upon completion of this session, you will be able to enter your time more easily and confidently.

–Kirsys Nunez

[class link:

<https://montgomerycollege.zoom.us/j/93973982606?pwd=aWRiaTg3Yk4wNzcyZE5jbWNhanhUQT09&from=addon>].

Accessing EAP Funds (Thursday)

Explore what EAP funds are available to you and for what classes they can be used. Receive information on the Workday process for reimbursement and direct payment. Upon completion of this session, you will be able to identify what classes you can take with EAP funds and use the Workday process to access the funds.

–Sophia Mason

[class link:

<https://montgomerycollege.zoom.us/j/96108288744?pwd=eFdTbGxwOFIxRTZYYnZzL0JIMmUrUT09>]

2. Track: Skill Development for Aspiring and New Leads and Supervisors

Coaching Tips (Tuesday)

Coaching at work is a developmental approach to supporting others to deal with personal challenges and performance issues at work. Learn 'Coaching Tips' of intentional listening and asking questions to support change. Upon completion of this session, you will be able to: discern key differences between managing and coaching, apply intentional listening to move from judge to learner, ask open-ended questions, and build dialogue skills.

-- Richard Forrest

[class link:

<https://montgomerycollege.zoom.us/j/95591456246?pwd=SnVwcHBTenF2Y3hoSXEWREJUQWd4dz09>]

How to Begin a Conflict Conversation (Wednesday)

No one likes conflict and you cannot avoid conflict. This situation often results in unsuccessful conversations. Learn how to approach conflict conversations in a way that can lead to better results and fewer conflicts in the future. Upon completion of this session, you will be able to approach your conflict conversations with increased curiosity and confidence.

–Cynthia Mauris

[class link: <https://montgomerycollege.zoom.us/j/97473436359>]

Tame Your To-Do List and Increase Your Productivity (Thursday)

No one has more time than another, yet some people are more productive. Learn how to create and manage your to-do lists to help you increase your productivity. Upon completion of this session, you will be able to accomplish more each day with your improved lists.

--Phil Bonner

[class link: <https://montgomerycollege.zoom.us/j/97492108969>]