

The Directory of

CSEA

Single Subject Training



California School
Employees Association



AFL-CIO

In-Service/Staff Development Days

CSEA believes that an informed employee is a productive employee. We also believe that you cannot have professional growth without personal growth—growth on both levels benefits the employee, the employer, and the people who live and work in the community.

The training programs described herein were specifically designed for classified employees represented by CSEA. These training programs are available for district in-service days and at the chapter level.

Trainings presented at in-service days are billed to the employer at a nominal fee to help offset the cost of materials and travel.

\$5 FOR EACH MEMBER

\$15 FOR EACH NON-MEMBER PARTICIPANT

The Education Committee and the staff of the California School Employees Association thank you for your interest in our Single Subject Training Program.

For information or to schedule an In-Service/Staff Development Training, PLEASE CALL: (408) 433-1268



Continuing Education Units (CEU)

Participants who successfully complete a class approved for Continuing Education Units (CEU) would pay a fee of \$10 per hour of training to earn CEU/Hours issued by Mission College. The certificate will state the participant's name and the number of CEU/Hours earned. Mission College's Office of Community Education will keep a record of those who earn certificates and can verify certification to employers who inquire.

Payment can be in the form of Visa or MasterCard, or a check written to "Office of Community Education—Mission College."

To request an application for CEUs, contact (408) 433-1268.

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Workplace Relations

True Colors®

DURATION: 2–3 HOURS

AUDIENCE: 20–100 PEOPLE

Have you ever wanted to know why you get along with some people at work and not with others? Have you ever wondered why one person's work style fits yours and someone else's drives you crazy? Would you like to learn why two people may have different

reactions to the same situation?



If you answered yes to any of the above questions, then this workshop is designed for you. Come discover your True Colors®. Learn how your "core personality" determines your basic communication and behavioral styles both at home or with workgroups.

This interactive workshop promotes positive attitudes, enhances self-identity, builds cooperation, and team cohesiveness.



"Stop the Pain"—Ergonomic Workshop

DURATION: 1.5–3 HOURS

AUDIENCE: 15–75 PEOPLE

Do you find your body sore at the end of your workday? Perhaps you need an ergonomic adjustment! Ergonomics is a way to design workspace to eliminate many of the risk factors that lead to Repetitive Stress Injury (RSI). Simply put, ergonomics is fitting the job to the worker, not the worker to the job.

In this training you will learn how to:

- Identify risk factors
- Prevent common repetitive stress injuries such as carpal tunnel syndrome, tendonitis and lower back injuries
- Rearrange your work area to be ergonomically correct
- Implement ergonomic stretching to reduce injury and feel great

Team Building

DURATION: 3-3.5 HOURS
AUDIENCE: 20-80 PEOPLE

This workshop is designed to give you a variety of tools and strategies to help enhance your contribution as a team member. Upon completing this workshop, you will be ready to assist your team so that everyone does his or her job more efficiently. You will practice listening and get to know your own listening style. Your team will apply the knowledge of effective teams to work on a project together. It is recommended, though not required, that you come with other members of your team.



COMMENTS FROM PARTICIPANTS:

"I learned how to resolve problems in a positive way."

"It made me think about the other person and where they were coming from."



Working Happy: Owning Your Workplace Experience

DURATION: 3 HOURS
**AUDIENCE: 10-80
PEOPLE**

People say "a happy worker is a better worker." Let's investigate your workplace and get to the bottom of that phrase. This workshop will help you to discover what energizes you at work; what you can do to show you care; how your attitude contributes to your work environment; and that fun is good when it pervades the workplace. See how you can enhance your workplace satisfaction by increasing productivity and promoting a positive work environment.

FISH! for Fun in the Workplace

DURATION: 1.5 HOURS OR 3 HOURS
AUDIENCE: 20-80 PEOPLE

Work can be fun and productive too! Come learn the FISH! philosophy for building a workplace where energy, enthusiasm, and creativity flourish. This workshop is packed with practical tips, real-life examples, and hands-on exercises. Classified employees will leave with a better sense of how their attitude and the rapport they build can affect their workplace.

Workplace Relations

Conflict Management I—The Basics

DURATION: 3–3.5 HOURS

AUDIENCE: 20–60 PEOPLE

Through this training, you will discover what conflict looks, sounds, and feels like.

You will learn to recognize and deal with it before it gets out of control. You will also learn how to uncover the real problems in a conflict, the stages of conflict, and what strategies will best meet the needs of both parties in conflict.

Conflict Management II—Advanced

DURATION: 3.5 HOURS

AUDIENCE: 20–60 PEOPLE



A more advanced program for those who have knowledge of the causes and effects of conflict. The “path to peace”, a step by step way of working with people in conflict is explored. Practice using creative thinking, active listening, and problem

solving methods that could be used to manage conflict at home or in the workplace.

Note: This program is designed for those who have participated in Conflict Management I -- The Basics.



Conflict in the Classroom

DURATION: 3–6 HOURS

AUDIENCE: 20–80

PEOPLE

The workshop, which is specifically designed for paraeducators, will:

- Identify factors of school climate, including discipline and conflict management
- Identify causes of conflict
- Provide techniques needed to teach students to manage their own conflicts

Culture Through Someone Else’s Eyes

DURATION: 3–3.5 HOURS

AUDIENCE: 5–25 PEOPLE

Culture Through Someone Else’s Eyes provides a view of conflict and team dynamics through the lens of culture. This training includes a challenging, “hands-on” simulation and activities that help participants discover their own cultural values and customs. Participants leave with an appreciation for all cultures and the knowledge needed to work effectively with people from different backgrounds. While valuable for any small group who works together regularly, this training is especially beneficial for Chapter Executive Boards.

Workplace Safety: Are Classified Employees at Risk?

DURATION: 1.5 HOURS OR 3 HOURS

AUDIENCE: 20–60 PEOPLE

Each year two million workers are victims of workplace violence. Stabbings, shootings, threats and robberies occur at our places of employment



everyday. What are the risk factors? Most importantly, what can we do to prevent workplace violence? This workshop addresses these issues and reviews several ways to improve safety in the workplace. The need for this

workshop is critical, because in the case of workplace violence, knowledge can save lives.

Dealing with Difficult People

DURATION: 3.5 HOURS

AUDIENCE: 20–80 PEOPLE

Are there people in your life that push your buttons? Have you ever said something that you later regretted? If so, you may want to attend “Dealing with Difficult People”. Get the tools you need to survive and thrive when dealing with difficult people.

- Discover your “buttons,” exactly what drives you crazy
- Why people “fly off the handle”... you’ll see how science explains the emotion
- What to do when difficult people push your buttons



Projecting a Professional Image

DURATION: 2–3 HOURS

AUDIENCE: 10–75 PEOPLE

Have you ever wondered what it takes to get along, be noticed, and get ahead? Then this workshop is for you!

Learn how to make a lasting, positive impression while conveying poise and confidence through proper dress, speech, body language, behavior and attitude. Learn to avoid the 8 common phrases and patterns of speech that can rob you of power and credibility, as well as ways you can professionally express yourself in face-to-face communication. This course will teach you the tools to help others see you as the professional you are!

COMMENTS FROM PARTICIPANTS:

“Very fun and informative.”

“Just what I needed!”

Professional Enhancement

Platform Presentation Skills I

DURATION:
2 HOURS
AUDIENCE:
10–30 PEOPLE

At this workshop, you will learn how to control your nerves, project a confident, prepared image, and think on your feet. You will become familiar with audio-visual equipment and you will have an opportunity to use your new presentation skills.



Platform Presentation Skills II

DURATION: 2 HOURS
AUDIENCE: 10–30 PEOPLE

The level II workshop provides you with an opportunity to draft an outline of a presentation.

The workshop will include the following:

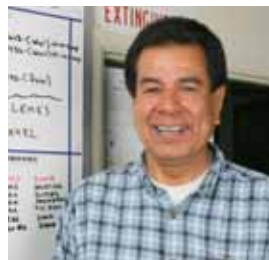
- What you should include in the introduction
- What needs to be in the body of the presentation
- What you should say in the conclusion
- How to work with co-presenters
- Question and answer methods that create interest

Promoting Yourself: Getting the Job You Want

DURATION: 1.5 HOURS OR 3 HOURS
AUDIENCE: 20–50 PEOPLE

Are you looking for a new job? Do you want to get a promotion? In today's competitive job market, the competition for open positions is stiff. Therefore, you need to know how to successfully promote yourself in a resume or during the interview in order to beat out the competition.

This workshop combines lessons in marketing, resume writing, and interviewing in order to provide a comprehensive training that helps you create a



self-promotion strategy to make you more confident in the interview and improve your chances of securing the position you want. You will learn how to assess your background and

skills, match them with the needs of the employer, develop them into a powerful resume, and then effectively present them in the interview.

COMMENTS FROM PARTICIPANTS:

"I never thought I could speak in public because I got so nervous. Now I know how to handle my nerves."



Meetings Made Easy

DURATION: 1.5 HOURS OR 3 HOURS

AUDIENCE: 20–80 PEOPLE

Think Robert's Rules of Order is boring?

Not anymore! Learn the basics of Parliamentary Procedure through this in-depth, hands-on training. You'll have a chance to make motions and amendments and learn tips on how to run a great meeting. At the end of the training, you will have the skills and finesse to express yourself with confidence at any meeting!

Stress Management

DURATION: 3 HOURS

AUDIENCE: 20–50 PEOPLE

Do you experience stress? You may as well ask if the sky is blue. Everyone experiences stress. Each one of us reacts differently to the factors that cause stress, but the bottom line is the same: improperly managed stress can have some significant, damaging effects on your mind, body, and well-being. Come to the workshop to learn techniques for managing your stress, because stress properly managed can help you achieve your dreams.

Time Management

DURATION: 2.5 HOURS

AUDIENCE: 20–100 PEOPLE

Do you manage your time or does your time manage you? Join us in this workshop to maximize your daily planning skills.

You will learn to:

- Evaluate and assess your time management style
- Receive a customized "to do" list that will increase your efficiency
- Learn the 4 quadrant theory of prioritization
- Use the four "D's" of time management

Personal Enrichment

MoneyWi\$e

DURATION: 3 HOURS

AUDIENCE: 15 – 30 PEOPLE

Have you ever lost sleep over financial matters? Tired of living check to check? MoneyWi\$e is a workshop designed to give you basic fundamental



principles that can help you achieve your financial goals. Come and learn about what motivates spending habits and how to change them. Drowning in credit card debt? MoneyWi\$e will give you the basic tools needed

to swim out of debt! The MoneyWi\$e workshop is packed with simple tips and resources for all—stop losing sleep and start getting ahead.

Understanding Your CalPers Rights and Benefits

DURATION: 2 HOURS

AUDIENCE: 20 – 150 PEOPLE

If you are part of the California Public Employees Retirement System (CalPERS), you need to know how the system works, what benefits are available while you are still employed, what your beneficiary will receive if you are deceased before or after your retirement, and how to be sure your employer is properly submitting your contributions so you will receive the maximum retirement benefit.

This fast paced seminar is packed with important information for employees of all ages in CalPERS. Booklets will be distributed and questions will be answered.

Contact Member Benefits Department:
(408) 433-1205

Field Office Training

Field Office Training

At the local level, your field office has many training programs designed to strengthen your chapter's membership, to protect your members' rights, and to gain the respect your members deserve.

SOME OF THE PROGRAMS AVAILABLE INCLUDE:

- Know Your Rights
- Know Your Contract
- Site Representative Training
- Job Steward Training
- Contract Communications
- History of Labor

To schedule any of the programs listed above, please contact your local CSEA field office:

Costa y Valles (818) 244-1545 (800) 834-9959
Fresno (559) 226-4200 (800) 439-6626
Santa Fe (626) 258-3300 (800) 988-6949
North Bay (925) 676-5755 (800) 464-7717
Orange (714) 532-3766 (800) 564-9979
Rancho		
Cucamonga (909) 466-1006 (800) 526-9297
River Delta (209) 472-2170 (800) 757-4229
Sacramento (916) 725-1188 (800) 582-7314
San Diego (858) 458-0300 (800) 675-9939
South Bay (408) 261-7990 (800) 487-2440

Member and Staff Trainer partnership

The educational programs included in this Directory are presented by both member and staff trainers who are highly skilled presenters. Along with knowledge of the curriculum, they also bring personal expertise and relevant experience resulting in superb trainings. If in doubt, check us out! You can't go wrong with a training presented by any of our talented member or staff trainers.

MEMBER TRAINERS: The member trainers belong to the Trainers' Bureau, which is a component of the Member Skill Enhancement Program. Those in the Trainers' Bureau have completed a rigorous selection process, have been appointed to the Bureau by the Association President, and have been fully trained and certified in the curriculum they deliver.

STAFF TRAINERS: The staff trainers research and write all of the educational programs specifically for classified staff; no "off the shelf" programs are used. They also use adult-learning methods to ensure that the trainings "stick." The result is that the programs are instructive, interactive, and fun.



Education Committee

PURPOSE

The Education Committee is dedicated to the skill and knowledge enhancement of all classified professionals through the research, development, and promotion of effective, high-quality educational programs and resources.

GOALS

The Education Committee shall encourage establishment of such programs as may be approved by the Board of Directors and assist with implementation of these programs when called upon to do so. The Education Committee shall promote the recruitment, training, and certification of Member Trainers in defined curricula.

