

Workshop Descriptions

- Title of Workshop:** **Theater as Daily Life: Surviving and Thriving Using Theater Skills**
Brief Description: The techniques for rehearsal, for creating believable characters, understanding body positions and facial expressions, studying words and interpretation, all support social and organizational relationships. Sharing these techniques to help people interact and encourage youth with autism is the basis for this workshop.
- Title of Workshop:** **Yoga for Everyday Balance**
Brief Description: Benefits of a regular Yoga practice and how to incorporate Yoga into YOUR daily lifestyle, without it becoming overwhelming. I will cover postures, breathing and meditation that can benefit not only over all general well being but a healthier, clearer mental state. I will follow that with a very gentle yoga practice, closing in a 10 minute rest period where I will lead them into a very basic guided meditation before closing out the practice.
- Title of Workshop:** **Rock star, Wizard, and Peacemaker: The Skills of an Exceptional Office Professional**
Brief Description: This session will examine the traits that make for an exceptional office professional, strategies for communicating effectively with the boss, and learning to interact with all types of people. Come and laugh, learn, and share with your colleagues and leave with a few more “tricks for your bag” to better manage your office.
- Title of Workshop:** **Student Activity Funds**
Brief Description: This workshop will provide guidance and support for accounting for student activity funds, including the new GASB statement number 84 on fiduciary activities. Discussion topics will include how to handle gifts and/or donations; cash receipts and disbursements; deficit balances; recordkeeping; “awards” vs. scholarship funds; disposition of funds; how to perform your own internal audit and commonly noted audit findings found with the student activity funds.
- Title of Workshop:** **Managing #1 and Staying Motivated**
Brief Description: Identifying, normalizing, and learning from the difficult feelings that often arise; managing self-esteem injuries using the observing ego; checking baggage at the door; understanding why lack of support - at work or at home - can lead to punitive actions, and how to cope when support is insufficient; and a new perspective on success with children and youth grappling with serious emotional and behavioral challenges.
- Title of Workshop:** **The Art of Communicating Using a Positive, Strength Based Approach**
Brief Description: Strength-based practice is an emerging approach to interacting with people that is exceptionally positive and inspiring. Its focus is on bringing out the best in every individual by using communication that is positive, energizing, and hopeful. This workshop will present some of the key techniques employed by strength-based practitioners, including: solution-focused questions, positive-predicting, the strategic use of metaphors, humor, and core, strength-based verbal interventions.
- Title of Workshop:** **Herbs as Food: Food as Medicine**
Brief Description: Herbs are some of our most potent “super foods.” Many of the herbs that we think of as simple “culinary herbs” or “spices” have powerful health-promoting and healing properties. Simple, inexpensive, and safe ways to incorporate these nutrient dense herbs into your daily life for increased vitality and wellbeing will be discussed. Tips on how to avoid some of the lesser-known pitfalls of the Standard American Diet, and how a few

dietary changes can make the difference between being sick and tired and being full of LIFE!

- Title of Workshop:** **Social Media-Engaging the Community Using Facebook, Twitter and LinkedIn**
Brief Description: In this workshop attendees will learn how to manage Facebook posts, pictures & videos, control who can view or edit a post, set preferences & privacy settings, create & manage groups and events. Attendees will also learn how to use Twitter and LinkedIn to get information out to the community quickly. The presenter will show a free nifty tool that can help you get all your social media platforms talking to each other – for example, post in one social media site and have it automatically forward to others.
- Title of Workshop:** **Google Drive**
Brief Description: Google Drive is a free service that allows you to create, edit and share files in the cloud. In this course you will learn to setup Google drive, transfer files to the cloud and sync your Google account across your devices so you can see your contacts, mail and calendar no matter what device you are on. Participants will learn how to create, format and download Google Docs and Spreadsheets to Microsoft Office format. Sharing files, share privileges and adding comments to a document will also be covered in this session.
- Title of Workshop:** **You Tube Live**
Brief Description: So you have been using some of the common Google Apps – like Google Docs & Forms. In this session participants will learn about YouTube Live (aka Google Hangouts) which allows you to record videos directly from your desktop, and share publicly. Learn how to find your YouTube channel (everyone has one if you have a Google account (Gmail)). How to start a YouTube Live event, screen share, and then Email a link to post the event.
- Title of Workshop:** **More Google Apps**
Brief Description: In addition to Google Docs & Spreadsheets, Google offers many other ***free*** apps including Google Slides, Calendar, Photos and Google Keep (notes). In this session you will learn how these apps can be used and shared with others and across all of your devices
- Title of Workshop:** **Excel Charts and Graphs**
Brief Description: During this workshop participants will learn to create different types of charts including column, stacked, line and pie charts. The presenter will show how to work with embedded charts and chart sheets, understand chart components, use chart formats, move or resize an embedded chart, add new information to a chart, change the chart format, customize the chart axes, legend, titles, data markers, gridlines, plot area and add notes to a chart.
- Title of Workshop:** **QuickBooks**
Brief Description: QuickBooks is the leading accounting program used in business today. In this workshop learn how set up QuickBooks to track and organize income & expenses for fundraisers, class accounts & activities.
- Title of Workshop:** **402/Cat Aid**
Brief Description: The workshop will provide guidance in processing Chapter 402 and guidance for eligibility for CAT AID, application for CAT AID, allowable costs and timelines for CAT AID. A CAT AID manual will be provided.
- Title of Workshop:** **Excel-Advanced Formulas**
Brief Description: This workshop will include extensive examples in writing and copying formulas; using special functions; working with absolute and mixed addressing; and understanding formula

arguments. The presenter will also show how to create & manage formula links between sheets in a workbook and how to link to an external workbook.

Title of Workshop: **Excel Database/lists**

Brief Description: Excel database features including sorting information; use a list as a database; create and use range names; filter data to show specific records; calculate automatic database subtotals and totals, use VLookup and learn how pivot tables can analyze & summarize database information.

Title of Workshop: **Introverts and Extroverts: Two Temperaments - One Workplace**

Brief Description: There are countless ways in which our workforce is diverse: age, race, gender, etc. Our workplaces are also diverse with regard to temperament!
Maybe you've never thought about it, or maybe you're keenly aware of your temperament. If you're curious to know more, come to this seminar to learn if you're an introvert or an extrovert, how to create your best fit in your workplace, how to better communicate, and how to best work with your introverted and extroverted colleagues.

Title of Workshop: **Digital Overload**

Brief Description: Our laptops, tablets and phones have given us the freedom to work anywhere, anytime. However, this technology has also blurred the boundaries between our work and personal lives. While we are no longer chained to our desk, we are more closely tethered to our work than ever before. Additionally, we spend hours a day on our devices for personal communication, entertainment, education, research, shopping and much more. This time interfacing with a device has a direct impact on our ability to relax, sleep and relate to friends/family/community.

Title of Workshop: **Dealing with Work We Don't Like**

Brief Description: Every job has responsibilities or tasks we don't like. Maybe it's filling out Excel spreadsheets, or managing complaints. No matter the task, like it or not, we've got to get it done. This seminar explores strategies for reaching down deep in order to just get it done (and done well). Participants will learn about their circadian rhythm, "eating the frog", overcoming procrastination and much more.

Title of Workshop: **I Pay Your Salary**

Brief Description: From time to time, we all have to deal with people and situations that we find challenging; public service employees certainly face their fair share. While getting the job done efficiently and safely, the public service employee is expected to retain a positive public image for their department and municipality. When confronted with a resident's disappointment, anger or entitlement, what one wants to say and what one should say are often two very different things. Participants in this workshop will learn specific techniques for defusing and resolving difficult situations with residents.