

Leading Patriots: Inspiring Excellence and Leadership

Discover the secrets of effective leadership with our own administrative team as they share their valuable experiences and insights. This series is designed to inspire and enhance your leadership skills through real-world examples and practical advice. Dive into discussions that will challenge and expand your understanding of what it means to lead with excellence. Don't miss this exclusive opportunity to learn from our seasoned leaders. All workshops are offered in person and virtually.

**“Leadership Styles and How It Can Change” with Dr. Allan Danuff, associate vice president, Arts & Sciences
Thursday, Sept. 12, 12:30-1:30 p.m.**

Leadership is the ability to inspire and guide others toward a common goal. A leader embodies qualities that motivate their team and influence outcomes. Personal values shape leadership styles, which can be visionary like Eagles, methodical like Beavers or nurturing like Bunnies. Understanding these styles helps leaders adapt and lead more effectively.

**“Make Your Move: Leadership Lessons from Board Games” with Dr. Angela Martin, associate dean, Nursing
Wednesday, Oct. 16, 12:30-1:30 p.m.**

In this session, participants will learn about various leadership styles while comparing and contrasting the characteristics of effective and ineffective leaders. Various challenges for academic leaders will be presented along with relevant strategies to approach them. Finally, attendees will gain exposure to the impact of workplace culture and how the leader can directly influence results and outcomes.

**“Finding your Path to Leadership” with Josh Strigle, dean, E-Learning & Academic Services
Monday, Oct. 21, 12:30-1:30 p.m.**

Leadership is not always about the position you are in but your approach to contributing from that position. Whether you are in a decision-making/supervisory position or not, recognizing an opportunity to have a positive impact on those around you is the beginning of establishing yourself as a leader in your organization. During this session we will discuss some strategies for leading where you are and Josh will share his experiences taking advantage of unexpected opportunities to make a difference at the college, and in his field, and how those, sometimes seemingly insignificant, contributions made a big impact down the road.

**“The Transformational Power of Failure” with Dr. Vernon Lawter, vice president, Regional Campuses
Wednesday, Oct. 30, 12:30-1:30 p.m.**

This presentation explores how experiencing and overcoming failure can lead to significant personal and professional growth and delves into the ways failure fosters resilience, innovation, and a deeper understanding of one's strengths and weaknesses, ultimately transforming setbacks into powerful learning opportunities and steppingstones to success.

“The Unfortunate Power of Self-Deception” with John Ash, dean, Business, Technology, & Agricultural Sciences

Thursday, Nov. 14, 12:30-1:30 p.m.

This presentation delves into the concepts from "Leadership and Self-Deception" by The Arbinger Institute. It explores how self-deception can distort our perceptions, leading us to blame others instead of recognizing our own faults. This cycle of self-betrayal negatively impacts personal growth, relationships and leadership effectiveness.

Tech Forward: Navigating Tomorrow with Professional Development

Step into the future with this series, designed to elevate your technological skills and understanding. It offers hands-on training and insightful presentations to keep you up-to-date with the latest advancements. Stay ahead in an ever-evolving tech landscape. All workshops are offered in person and virtually.

“Mastering ZOOM” with Cole Diaz, instructional designer, E-Learning

Wednesday, Sept. 11, 12:30-1:30 p.m.

Dive into the tips and tricks that will make you a Zoom pro. You will learn how to host effective meetings, manage participants, and utilize Zoom’s powerful features like breakout rooms, screen sharing and recording.

“Leverage Artificial Intelligence to Supercharge Your Job” with Dr. Kevin Yee, director, Teaching Center at the University of Central Florida (Keynote Speaker – CF Convocation)

Thursday, Oct. 10, 10:30-11:45 a.m.

Dive into ways to become fluent in AI to make your life easier, including some tool-specific suggestions that will streamline your workflows and help hone your skills to match the opportunities that abound in the era of GenAI.

“Taming the PDF: An Adobe Acrobat Guide” with Amy Osborne, assistant professor, Business & Technology
Friday, Oct. 11, 12:30-1:30 p.m.

Master Adobe Acrobat to streamline your document management tasks! This workshop will teach you essential skills like editing PDFs, combining files, creating forms and adding digital signatures. If you are simply looking to improve your workflow, this workshop will provide you with the knowledge and tools you need to work more efficiently with PDFs.

“Beginning Excel” with Dave Lanzilla, associate professor, Business & Technology

Wednesday, Oct. 23, 11:30-12:30 p.m.

Start from the basics and get comfortable with the essentials. In this session, you will learn how to navigate the Excel interface, create and save spreadsheets, enter and format data, and use simple formulas like SUM to make your work easier.

“Intermediate Excel” with Dave Lanzilla, associate professor, Business & Technology

Wednesday, Oct. 23, 12:30-1:30 p.m.

Elevate your Excel through an introduction to essential tools like charts, filtering and sorting data, and using basic formulas such as SUM and AVERAGE. These skills will help you manage and analyze your data more effectively.

“LucidChart Wizardry” with Daniel Mainwaring, director, E-Learning

Monday, Nov. 4, 10-11 a.m.

Unlock the magic of creating clear, compelling diagrams and flowcharts. In this session, you will learn how to quickly design, customize, and share visuals that make complex ideas easy to understand and present.

“Snag-It Magic” with Cole Diaz, instructional designer, E-Learning

Tuesday, Nov. 12, 12:30-1:30 p.m.

Office of Professional Development

List of Professional Development Opportunities - Fall 2024

Updated 10/23/2024



Reveal the secrets to capturing and editing screenshots like a pro. In this session, you will learn how to quickly capture, annotate and enhance images, making your visuals more impactful and your communication more effective.

“Practicing Practical AI – Harness the Power of AI” with Dr. John Licato, director of Advancing Machine and Human Reasoning Lab at the University of South Florida

Wednesday, Nov. 13, 12:30-1:30 p.m.

Explore how to integrate AI tools into your everyday tasks. In this session, you will discover practical ways to use AI to streamline workflows, enhance decision-making and boost productivity, making this powerful technology accessible and beneficial in your daily work. This presentation is offered virtually only.

“Advanced Excel” with Dave Lanzilla, associate professor, Business & Technology

Wednesday, Nov. 20, 12:30-1:30 p.m.

This fast-paced, intensive session is designed for professionals eager to elevate their data analysis skills and streamline their workflows. Dive into advanced functions, sophisticated formulas, and powerful data visualization techniques that will transform how you handle spreadsheets.

“Using CF-Branded Templates with Canva” with Sarah Eshleman, graphic design, web and public relations coordinator, Marketing

Monday, Nov. 25, 12:30-1:30 p.m.

Want to learn how to create polished, CF-branded content quickly and easily like flyers, documents and PowerPoints? At this workshop, the CF Marketing and Public Relations team will walk you through how to start using Canva Teams, edit the premade branded templates with your area’s information and submit the designs for Marketing approval. Canva Teams makes it simple for CF employees to promote their areas, save time and collaborate on projects in real time across all campuses.

“Putting Power in PowerPoint” with Nancy Keefer, instructional designer, compliance specialist, E-Learning

Monday, Dec. 3, 12:30-1:30 p.m.

Unlock the secrets to transforming your slides from ordinary to extraordinary. In this session, we will explore techniques that not only captivate your audience but also deliver your message with clarity and impact.

T.E.A.M.S.: Together We Engage, Achieve, Motivate and Succeed
led by Danny Camacho, manager, Office of Professional Development

You will learn how to leverage unique strengths to enhance team dynamics, improve communication, navigate conflict and drive innovation. These sessions provide employees with actionable strategies for continuous professional growth. All workshops following the introductory session are available in both in person and virtually. Please note that the introductory session is offered in person only.

“T.E.A.M.S. Introduction” Friday, Sept. 13, 10-11a.m.

This session will introduce you to a dynamic framework designed to enhance your leadership capabilities and drive personal success. Explore the five distinct paths that define effective leadership and how to work through situations that create fear, doubt and uncertainty. You will gain insights into how these paths can be applied to navigate challenges, inspire teams and achieve your goals.

“T.E.A.M.S.: Leveraging Strengths in Team Dynamics” Friday, Oct. 25, 10-11 a.m.

This session will focus on practical strategies for applying your strengths within a team setting. Participants will learn how to recognize the strengths of others, align their own tendencies with team goals, and adapt their behavior to enhance collaboration and productivity, ensuring that everyone can achieve together.

“T.E.A.M.S.: Use Your Strengths in the Workplace” Friday, Nov. 15, 10-11 a.m.

In this session, participants will build on their assessment results and initial training, arriving with a clear understanding of their identified leadership path or paths. We will focus on how to see complementary behaviors in others while using your natural strengths to navigate everyday challenges and contribute effectively to your team. This session lays the groundwork for using your unique abilities to enhance team dynamics and achieve success together.

“T.E.A.M.S.: Enhancing Communication” Friday, Nov. 22, 10-11 a.m.

Effective communication is key to success in any role. This session will provide practical tools for improving communication by understanding the behavioral tendencies of the leadership paths. You will learn how to tailor your communication style to different situations and audiences, maximizing clarity and impact to keep the team engaged and motivated.

Office of Professional Development

List of Professional Development Opportunities - Fall 2024

Updated 10/23/2024



Patriot PRIDE: Elevating Your Customer Service Skills led by Danny Camacho, manager, Office of Professional Development

Optimize your customer service skills to align with our CF Service Excellence Patriot PRIDE standards. This training series will help you refine your professional approach, contribute to our college's goals, and ensure our core values are reflected in every interaction. Learn how to be Professional in your interactions, Responsive to customer and colleague needs, Informative in your communication, Dependable in your service, and Engaged with customers and colleagues. All workshops are offered in in person and virtual formats.

"Be a Patriot PRIDE Customer Service Champion: The Art of Personalization" Monday, Oct. 21, 3-4 p.m.

This workshop will equip you with the tools to deliver exceptional experiences tailored to each individual's needs. Discover how to connect with customers and colleagues on a deeper level, build trust, and create lasting relationships by applying the "Patriot PRIDE" principles.

"Mastering Digital Communication with Phone Etiquette: A Patriot PRIDE Approach" Monday, Oct. 28, 3-4 p.m.

This workshop will equip you with the tools to communicate effectively, build trust, and maintain positive relationships in a digital age. Discover how to craft clear, concise and professional emails, handle phone calls with confidence, and apply the "Patriot PRIDE" principles to every interaction.

"Navigating Challenges with Patriot PRIDE" Tuesday, Nov. 19, 3-4 p.m.

Discover effective strategies for de-escalating tensions, resolving conflicts, and building trust even in the most difficult situations. By applying the "Patriot PRIDE" principles, you can turn challenging interactions into opportunities to strengthen customer and colleague relationships and enhance your reputation as a CF professional.

Engaging Presentations led by Danny Camacho, manager, Office of Professional Development

Elevate your presentation skills by crafting clear messages, using visuals effectively, and managing your nerves when presenting. Whether you are presenting in meetings, workshops or events, this series will equip you with the tools and confidence needed to deliver impactful presentations. All workshops are offered in person and virtually.

"Engaging Presentations: Crafting Clear and Concise Messages" Monday, Sept. 9, 9-10 a.m.

In today's fast-paced environment, clarity is key. This session will teach you how to streamline complex information into clear, concise messages that resonate with your audience. Learn how to communicate your points efficiently without sacrificing impact.

"Engaging Presentations: Captivating Your Audience with Visuals" Monday, Oct. 14, 9-10 a.m.

Visuals can make or break a presentation. Learn how to design and use visuals that enhance your message and keep your audience engaged. This session will cover the latest trends in visual storytelling and how to create presentations that are not just informative, but also visually appealing.

"Engaging Presentations: Influencing Your Audience" Monday, Nov. 25, 9-10 a.m.

Whether you are presenting a new idea or leading a discussion, persuasion is a key skill. In this session, you will learn how to influence and inspire your audience through effective communication techniques. Discover how to use tone, language, and body language to reinforce your message and drive engagement.

Office of Professional Development

List of Professional Development Opportunities - Fall 2024

Updated 10/23/2024



Supervisory Essentials: Leading the Way Forward

led by Danny Camacho, manager, Office of Professional Development

This series is designed for employees who may be just starting out or have been at it a while and would like a refresher. This practical, hands-on series covers essential skills you need to be effective, while providing you with simple, actionable strategies. All workshops are offered both in person and virtually.

“Supervisory Essentials: Getting Started as a Supervisor” Friday, Oct. 18, 9-10 a.m.

In this session, you will learn about your core responsibilities, how to listen actively and communicate clearly with your team, and how to handle difficult conversations. This session is designed to help you feel confident and prepared as you begin or strengthen your supervisory journey.

“Supervisory Essentials: Building a Positive Team Culture” Friday, Nov. 1, 3-4 p.m.

This session focuses on the details of building and leading a cooperative and engaged team. We'll discuss practical ways to encourage teamwork, resolve conflict, and create a positive work environment where everyone feels valued. You'll come away with simple, effective strategies to foster a strong team culture.

“Supervisory Essentials: Coaching for Success” Friday, Nov. 15, 9-10 a.m.

Supervisors play a key role in helping employees grow and succeed. This session will guide you through the basics of setting goals, conducting performance reviews, and supporting your team members as they develop their skills. You will learn practical ways to encourage growth and handle performance issues in a constructive manner.

Policy Navigator: Patriot Essentials

Join us for focused workshops that deliver the latest insights on key policies. Stay informed and proactive with actionable guidance designed to keep you and CF ahead of the curve. Do not miss this opportunity to stay in compliance. All workshops are offered both in person and virtually.

“Marketing Crash Course” presented by Rachel Cote, director, Marketing and Public Relations
Wednesday, Aug. 28, 12:30-1:30 p.m.

As CF employees, we all play a role in marketing the college! Attend this professional development session to learn about the services and resources the Marketing and Public Relations department can provide to help you promote your area. The session will cover practical, helpful tactics like how to create CF-branded collateral such as flyers and PowerPoints, how to participate in a CF photoshoot, how to get your program or department featured in CF’s magazines or social media, and more.

“Car/Van Safety Training” with Danny Camacho, manager, Office of Professional Development
Friday, Sept. 20, 3-4 p.m.

Join our Car and Van Safety Workshop at the College of Central Florida. This workshop is designed to equip you with the essential driving practices needed to operate college vehicles safely. Enhance your skills, ensure safety on the road, and meet the certification requirements.

“Title IX: Purpose, Responsibility and Resources” presented by Dr. Mary Ann Begley, director, Institutional Research and Effectiveness – Title IX Coordinator
Thursday, Nov. 7, 10-11 a.m.

It is on all of us to create a welcoming, respectful campus environment. Immediately addressing and eliminating discrimination/harassment within our campus community is one of the ways we can create and maintain this environment. This session will include discussion on prohibited conduct, your rights and responsibilities, reporting options and resources, and tips for creating a welcoming, respectful campus environment. *Attendees will receive credit for completing their annual Title IX training by attending this session.

“Proper P-Card Policy-driven Procurement” led by Tony Denis, director, Purchasing & Risk Management, and Phyllis Purcaro, accounting specialist III, Financial Operations
Friday, Nov. 15, 3-4 p.m.

This session will guide you through the essential policies and procedures for using your purchase card correctly. Learn to follow the rules, avoid common mistakes and ensure compliance. Sign up now to stay informed and compliant on the new procedures.

“Vehicle Safety on Campus” (Golf Cart Training) with Danny Camacho, manager, Office of Professional Development
Friday, Dec. 6, 3-4 p.m.

Join our Cart Safety Workshop at the College of Central Florida to become certified in golf cart safety. Learn key driving practices and maintenance tips.

Office of Professional Development

List of Professional Development Opportunities - Fall 2024

Updated 10/23/2024



Life Savvy: Personal Growth Workshops

Dive into a range of presentations designed to enhance your skills, boost your confidence and enrich your life. Each session offers unique insights and practical advice for personal development. Do not miss this opportunity to grow and thrive - join us and start your journey to becoming more life savvy.

“Part 1: Introduction to Autism and Related Disabilities” presented by Dr. Danielle Liso, associate director, University of Florida Center for Autism and Related Disabilities (CARD)

Monday, Sept. 23, 12:30-1:30 p.m.

This Part 1 of 2 sessions is designed to provide you with a comprehensive understanding of autism and other neurodiverse profiles. Whether you are a professional, a family member or simply curious, this first of two sessions will offer valuable insights into how autism is diagnosed, the common challenges faced by individuals with autism, and the unique skills and strengths they possess.

“Lifesaver Academy: CPR/First Aid/AED Certification” led by Scott Broaderick, associate professor, EMS Programs, Health Sciences

Saturday, Oct. 26, 9 a.m.-3 p.m. (six hours)

Join our CPR/First Aid/AED certification course, taught by the highly qualified EMS staff at the College of Central Florida. This special, six-hour Saturday training **costs \$50** and is limited to the first 12 employees to register. Successful completion equips you with crucial life-saving skills, prepares you to handle emergencies confidently, and earns you a two-year certification.

“Deeds, Wills, and Trusts in Florida Estate Planning” with Lori Vella, J.D., Law Office of Lori Vella

Tuesday, Oct. 29, 12:30 - 1:30 p.m.

Learn the key roles of deeds, wills, and trusts in Florida estate planning. This educational session will guide you on when and how to use these documents to effectively manage and protect your assets. Perfect for those looking to better understand their estate planning options.

“Part 2: Effective Strategies for Supporting People with Autism and Related Disabilities” presented by Dr. Danielle Liso, associate director, University of Florida Center for Autism and Related Disabilities (CARD)

Monday, Nov. 18, 12:30-1:30 p.m.

Building on the insights from our "Introduction to Autism and Related Disabilities," this session delves into practical, evidence-based strategies designed to enhance engagement and support. Explore techniques for effective communication with people who may have autism or a related disability, discover methods to promote their independence, and learn how to foster their growth across various contexts.

Office of Professional Development

List of Professional Development Opportunities - Fall 2024

Updated 10/23/2024



OPD “On The Road” - Regional Campus Visits

In coordination with each campus, sessions will be offered relevant to the expressed needs of each location.

9/19/2024 Thursday	9 a.m.-noon	Citrus Campus Visit
10/29/2024 Tuesday	9 a.m.-noon	Levy Campus Visit
11/8/2024 Friday	9 a.m.-noon	Citrus Campus Visit
12/5/2024 Thursday	9 a.m.-noon	Levy Campus Visit

New Employee Orientation Dates

An in person, New Employee Orientation is required **for all newly hired full-time employees and those transitioning from part-time to full-time status**. If departments also wish to welcome their new part-time employees by having them attend the training, they should email OPD@CF.EDU to reserve a seat in the next orientation cohort. Training days are listed below and will run from 8:30 a.m. until noon.

9/16/2024 Monday	8:30 a.m.-noon New Employee Orientation
9/17/2024 Tuesday	8:30 a.m.-noon New Employee Orientation - Day Two
10/1/2024 Tuesday	8:30 a.m.-noon New Employee Orientation
10/2/2024 Wednesday	8:30 a.m.-noon New Employee Orientation - Day Two
10/16/2024 Wednesday	8:30 a.m.-noon New Employee Orientation
10/17/2024 Thursday	8:30 a.m.-noon New Employee Orientation - Day Two
11/5/2024 Tuesday	8:30 a.m.-noon New Employee Orientation
11/6/2024 Wednesday	8:30 a.m.-noon New Employee Orientation - Day Two
11/19/2024 Tuesday	8:30 a.m.-noon New Employee Orientation
11/20/2024 Wednesday	8:30 a.m.-noon New Employee Orientation - Day Two
12/2/2024 Monday	8:30 a.m.-noon New Employee Orientation
12/3/2024 Tuesday	8:30 a.m.-noon New Employee Orientation - Day Two
12/16/2024 Monday	8:30 a.m.-noon New Employee Orientation
12/17/2024 Tuesday	8:30 a.m.-noon New Employee Orientation - Day Two
1/3/2025 Friday	8:30 a.m.-noon New Employee Orientation
1/6/2025 Monday	8:30 a.m.-noon New Employee Orientation - Day Two

Coming in Spring 2025:

L.E.A.D.E.R.S. – Learn, Empower, Adapt, Develop, Elevate, Reflect, Succeed (Cohort Leadership Series)

In this series, we'll focus on developing conscious leadership through practical skills, self-reflection, and the thoughtful use of feedback. Participants in the L.E.A.D.E.R.S. Cohort Leadership Series—Learn, Empower, Adapt, Develop, Elevate, Reflect, Succeed—will embark on a journey that fosters growth, helping them evolve into wise and effective leaders. This program is designed for employees who are committed to enhancing their leadership roles and contributing to the college's future. **Applications will open in October, with the multisession program starting in late January 2025.** This program requires a commitment of four hours every other Friday for eight sessions and is only available as an in person cohort. Don't miss this valuable opportunity to refine your leadership and make a meaningful impact on the college. **Program begins January 2025.**

Transformative Pathways Mentorship Program

The Transformative Pathways Mentorship Program is rooted in the mission and vision of the College of Central Florida. Our goal is to empower individuals and strengthen our community by offering a supportive and high-quality learning environment that enables everyone to excel in work and life. This program connects experienced mentors with emerging talents, fostering mutual growth and development. By participating, both mentors and mentees will contribute to our shared commitment to making the College of Central Florida the first choice for quality higher education. Join us in this collaborative journey to shape the future of our community. Applications will open soon—don't miss the chance to make a lasting impact. **Program begins January 2025.**