

List of Professional Development Sessions - Spring 2025

Updated 2/14/2025 (SUBJECT TO CHANGE – PLEASE CONFIRM DETAILS AT REGISTRATION PAGE)

Registration
Links



Policy Navigator: Patriot Essentials

Patriot Essentials is a comprehensive workshop series designed to equip you with the knowledge and confidence to navigate key college policies through a combination of presentations and interactive discussions. Gain a thorough understanding of essential policies and learn how to apply them effectively in your daily work.

“College Travel Policy: Do’s and Don’ts” led by Joanne DelGrosso, Accounting Specialist Thursday, Feb. 6, 10:00-11:00 a.m.

This workshop will clarify the sometimes-confusing travel policy and paperwork, answer common questions, and help you avoid time-consuming mistakes. Gain confidence in understanding and complying with college travel regulations. **Room 3-112 In-Person & Zoom available.**

“The Evolving Role of the Workplace Mentor” led by Danny Camacho, Manager Friday, Feb. 25, 12:30-1:30 p.m.

Explore the modern role of a mentor, the influence of technology, and the evolving expectations of mentors and mentees. **Room 3-112 In-Person & Zoom available.**

“Cyber Smarts: Outsmarting Cybercriminals in Your Inbox and Beyond” led by Jason Griffiths, Information Security Manager Monday, Mar. 10, 10:00-11:00 a.m.

Over 90% of cyberattacks start with email. Learn to defend yourself! This interactive session uncovers cybercriminals' tricks, teaches you to spot phishing, protect your accounts, and navigate company policies. We'll make it fun and engaging! Learn practical tips you can use immediately. **Room 3-112 In-Person & Zoom available.**

“Navigating Generational Differences in Mentoring” Friday, Apr. 8, 12:30-1:30 p.m.

Gen-WHAT? Understand the unique needs and communication styles of different generations. Learn to build strong, cross-generational work relationships. **Room 3-112 In-Person & Zoom available.**

“Emotional Intelligence in the Workplace: A Patriot P.R.I.D.E. Approach” Monday, Apr. 14, 10:00-11:00 a.m.

Develop crucial emotional intelligence skills, by understanding and managing your emotions effectively, leading to stronger professional relationships, increased engagement, and improved communication with students and co-workers. **Room 3-112 In-Person & Zoom available.**



Leading Patriots: Inspiring Excellence and Leadership

with John Ash, dean, Business, Technology, & Agricultural Sciences

Wednesday, Feb. 19, 12:30-1:30 p.m.

“Motivation & Music: A Leader’s Epiphany”

Room 3-112 In-Person & Zoom available.

“Revealing Your Work/Life Balance” with Josh Strigle, dean, E-Learning & Academic Services

Wednesday, Mar. 5, 12:30-1:30 p.m.

As our leadership roles expand, it's tempting to prioritize work over other aspects of life. Josh will share his strategies for managing the demands of leadership while maintaining a healthy work-life balance. **Room 3-112 In-Person & Zoom available.**

with Dr. Tammi Viviano, vice president,

Wednesday, Apr. 16, 12:30-1:30 p.m.

Topic: TBD

Room 3-112 In-Person & Zoom available.

**Supervisory Essentials: Management and Supervision led by Danny Camacho, manager,
Office of Professional Development**

Reinvigorate the key essential skills you need in order to supervise and manage your team effectively. This series is designed for ALL CF SUPERVISORS who manage employees. We will define supervision and management at CF while discussing and practicing the most important key elements of management.

“Supervisory Essentials: The Evolving Role of the Supervisor”

Friday, Feb. 21, 12:30-1:30 p.m.

Are you ready to take your supervisory skills to the next level? This session will explore the changing landscape of supervision, including the impact of remote work, diversity, equity, and inclusion, and the importance of emotional intelligence. **Room 3-112 In-Person & Zoom available.**

“Supervisory Essentials: Mastering the Art of Effective Communication”

Friday, Feb. 28, 9-10 a.m.

Effective communication is the cornerstone of strong leadership. Learn practical techniques to improve your communication skills, including active listening, giving and receiving feedback, and resolving conflict. **Room 3-112 In-Person & Zoom available.**

“Supervisory Essentials: Leading High-Performing Teams”

Friday, Mar. 14, 9-10 a.m.

Discover the secrets to building and leading high-performing teams. This session will cover topics such as team dynamics, motivation, goal setting, and performance management. **Room 3-112 In-Person & Zoom available.**

“Supervisory Essentials: Managing Performance and Addressing Underperformance”

Friday, Apr. 4, 9-10 a.m.

Learn how to have difficult conversations with employees and address performance issues with empathy and professionalism. This session will provide practical strategies for coaching, mentoring, and disciplining employees. **Room 3-112 In-Person & Zoom available.**



**“Supervisory Essentials: Navigating Difficult Conversations” Friday, Nov. 15, 9-10 a.m.
Friday, Apr. 18, 9-10 a.m.**

Master the art of having tough conversations. This session will equip you with the tools and techniques to handle difficult conversations with confidence and empathy. **Room 3-112 In-Person & Zoom available.**

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

Develop true LEADERSHIP SKILLS in our practice groups. Enhance your skills, foster teamwork, and create “team-ready” documents. Pre-register now! New to 5-Paths? Attend the “Introduction” first.”

“T.E.A.M.S. Introduction” Friday, Jan. 24, 10-11 a.m.

Understand your leadership assessment data, and how you can use it to motivate and inspire your students, employees, and anyone you come in contact with. **Room 3-112 In-Person ONLY.**

“T.E.A.M.S.: Focus Your ‘Sage’” Friday, Feb. 7, 10-11 a.m.

Let’s find the “middle” together, and work from a place of effective consistency. Learn to push and pull the levers in each path, to allow you to lead from the middle. **Room 3-112 In-Person & Zoom available.**

“T.E.A.M.S.: Use Your Strengths in the Workplace” Friday, Feb. 21, 10-11 a.m.

“Double-down” on your gifts and wisdom, while leaning-in to change. **Room 3-112 In-Person & Zoom available.**

“T.E.A.M.S.: Enhancing Communication” Friday, Mar. 7, 10-11 a.m.

Learn to “speak the language” of different paths. Find immediate results in this fun workshop! **Room 3-112 In-Person & Zoom available.**

“T.E.A.M.S. Introduction – Repeated Session” Friday, Mar. 14, 10-11 a.m.

Understand your leadership assessment data, and how you can use it to motivate and inspire your students, employees, and anyone you come in contact with. **Room 3-112 In-Person ONLY**

“T.E.A.M.S.: Leveraging Strengths in Team Dynamics” Friday, Mar. 28, 10-11 a.m.

Lead your team by strategically drawing upon their strengths! Design “stretch assignments” that propel employees, students, and departments forward! **Room 3-112 In-Person & Zoom available.**

“T.E.A.M.S.: Mitigating Issues Using 5-Paths” Friday, Apr. 11, 10-11 a.m.

How do you become a more productive team? By ensuring that any issues are anticipated and addressed beforehand. Strategically increase your team’s productivity. **Room 3-112 In-Person & Zoom available.**

“T.E.A.M.S.: Meeting Agendas, and Support Materials” Friday, Apr. 25, 10-11 a.m.

Let’s create documents and templates that will ensure that all “paths” are covered. Get immediate buy-in with “people-friendly” processes. **Room 3-112 In-Person & Zoom available.**



Tech Forward: Empower Your Future

Explore cutting-edge technologies, develop essential digital skills, and advance your career.

“Friendly A.I. – A Primer” with Danny Camacho, manager, Professional Development Wednesday, Jan. 22, 12:30-1:30 p.m.

Demystify AI! Join for a beginner-friendly overview of artificial intelligence. Learn how AI is shaping our world and how it can enhance your work. **Room 3-117D In-Person & Zoom available.**

“Snag-It Magic” with Cole Diaz, instructional designer, E-Learning Tuesday, Jan. 28, 12:30-1:30 p.m.

Learn pro-level screenshot capturing and editing techniques. Enhance visuals and communication like the experts! Capture, annotate, and enhance images with ease.

Zoom Only

“Taming the PDF: An Adobe Acrobat Guide” with Amy Osborne, assistant professor, Business & Technology

Friday, Jan. 31, 12:30-1:30 p.m.

Zoom Only

“Using AI to YOUR Advantage” with Danny Camacho, manager, Professional Development Wednesday, Feb. 12, 12:30-1:30 p.m.

Unlock the potential of AI! Learn how to harness this powerful tool to streamline your work, boost productivity, and gain a competitive edge. **Room 3-117D In-Person & Zoom available.**

“Beginning Excel” with Dave Lanzilla, associate professor, Business & Technology Wednesday, Feb. 19, 12:30-1:30 p.m.

Learn Excel basics: data entry, formatting, simple formulas, charts, sorting, and filtering. **Room 3-117D In-Person & Zoom available.**

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

Monday, Feb 24, 2:00-3:00 p.m.

Room 3-117D In-Person & Zoom available.

“Smartphones: More computing power than Apollo 17!” with Danny Camacho, manager, Professional Development

Monday, Mar. 24, 10:00-11:00 a.m.

Did you know your smartphone is more powerful than the computer that sent astronauts to the moon? Learn about the incredible technology in your pocket and how to use it to its full potential. **Room 3-117D In-Person & Zoom available.**

“Intermediate Excel” with Dave Lanzilla, associate professor, Business & Technology Wednesday, Mar. 26, 12:30-1:30 p.m.

Familiarize yourself with advanced functions (VLOOKUP, IF), data validation, and working with multiple worksheets. **Room 3-117D In-Person & Zoom available.**

“Advanced Excel” with Dave Lanzilla, associate professor, Business & Technology Wednesday, Apr. 23, 12:30-1:30 p.m.

List of Professional Development Sessions - Spring 2025

Updated 2/14/2025 (SUBJECT TO CHANGE – PLEASE CONFIRM DETAILS AT REGISTRATION PAGE)

Registration
Links



COLLEGE of
CENTRAL
FLORIDA

Professional Development

Master advanced functions, data validation, working with multiple worksheets, pivot tables, and macros. **Room 3-117D In-Person & Zoom available.**



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

Effective presentations are not “performance”, but a leadership skill. Whether you're leading meetings or delivering keynote speeches, this series will equip you with the tools and confidence to move your audience. **All sessions in Room 3-112 In-Person & Zoom available.**

“Engaging Presentations: Crafting Clear and Concise Messages”

Wednesday, Feb. 26, 12:30-1:30 p.m.

Clarity is key! Learn how to communicate complex ideas effectively and concisely. **Room 3-112 In-Person & Zoom available.**

“Engaging Presentations: Captivating Your Audience with Visuals”

Wednesday, Mar. 12, 12:30-1:30 p.m.

Visuals can make or break a presentation. Learn how to create visually appealing presentations that will engage your audience and enhance your message. **Room 3-112 In-Person & Zoom available.**

“Engaging Presentations: Delivering with Confidence”

Wednesday, Apr. 9, 12:30-1:30 p.m.

Practice makes perfect! Hone your presentation skills with guided exercises and feedback. Learn how to deliver your message with confidence and clarity. **Room 3-112 In-Person & Zoom available.**

Life Savvy: Personal Growth Workshops

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

Tuesday, Jan. 21, 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. **Zoom ONLY**

“I’m Fine, It’s Fine, Everything’s Fine” presented by Dr. Lisa Moser, BayCare Behavioral Health

Tuesday, Feb. 18, 10:00 - 11:00 a.m.

Sometimes we use, “I’m fine” to mask feelings, avoid conflict, and pretend that everything is okay. This presentation will explore what it means to minimize, ways we can acknowledge and honor how we feel in the present take ownership of our emotions. **Zoom ONLY**

“Music as Therapy” presented by Dr. Sarah Satterfield,

Tuesday, Mar. 11, 12:30 – 1:30 p.m.

Dr. Satterfield explores the purely aesthetic experience of music, delving into its capacity to heal, inspire, and connect. This presentation offers valuable insights into the powerful role music plays in our lives. **Building 4 – Main Rehearsal Hall In-Person ONLY**

“Push Pause on People Pleasing” presented by Dr. Lisa Moser, BayCare Behavioral Health

Tuesday, Mar. 25, 10:00 - 11:00 a.m.

Healthy boundaries that define appropriate physical and emotional limits are crucial for self-care and positive connections with others. This webinar will offer practical tips to help you exercise healthy boundaries within our work and personal relationships. **Zoom ONLY**

List of Professional Development Sessions - Spring 2025

Updated 2/14/2025 (SUBJECT TO CHANGE – PLEASE CONFIRM DETAILS AT REGISTRATION PAGE)

Registration
Links



“World Autism Awareness Day” hosted by Dr. Danielle Liso, associate director, University of Florida Center for Autism and Related Disabilities (CARD)

Wednesday, Apr. 2, 12:30-1:30 p.m.

Location TBD

“Supporting Veteran Students in Higher Education” presented by Eric Zimmer

Thursday, Apr. 3, 10:00-11:00 a.m.

Understand the unique challenges and opportunities faced by veteran students, while learning to understand the impact of military service on academic performance and social adjustment.

Patriot Café In-Person & Zoom available.

New Employee Orientation led by Danny Camacho, manager, Office of Professional Development

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. **Room 3-112 In-Person Only**

1/16, 1/17	Thurs./Fri.	8:30 A.M.
2/3, 2/4	Mon./Tues.	8:30 A.M.
2/17, 2/18	Mon./Tues.	8:30 A.M.
3/3, 3/4	Mon./Tues.	8:30 A.M.
3/24, 3/25	Mon./Tues.	8:30 A.M.
4/1, 4/2	Tues./Wed.	8:30 A.M.
4/16, 4/17	Wed./Thurs.	8:30 A.M.
5/1, 5/2	Thurs./Fri.	8:30 A.M.
5/19, 5/20	Mon./Tues.	8:30 A.M.
6/2, 6/3	Mon./Tues.	8:30 A.M.
6/16, 6/17	Mon./Tues.	8:30 A.M.
7/1, 7/2	Tues./Wed.	8:30 A.M.
7/16, 7/17	Wed./Thurs.	8:30 A.M.