

Leading Patriots: Inspiring Excellence and Leadership

All talks to be held in the Office of Professional Development Suite, Room 112, and available via Zoom.

February 19, Monday – 12:30-1:30 – Chris Knife, Vice President, Institutional Advancement and CEO, CF Foundation

“Fine Art of Soft Skills: Just Common Sense?”

Do some have “it” and others don’t—or can anyone learn to do it? We’ll explore cues to learning soft skills in all situations of human-to-human (even via Facetime or Zoom) interaction, but particularly in the work setting.

March 6, Wednesday – 12:30-1:30 – Dr. Henri Benlolo, Dean, Student Services

“Understanding and Developing Leadership Traits”

Leadership is a critical management function that is essential to an organization’s success, a major influence in members’ achievements, and a vital agent of change. Learn what leadership is, why people become leaders, and why people follow them. Dr. Benlolo will provide a broad overview of what it means to be a leader in an organization.

March 20, Wednesday – 12:30-1:30 – Dr. Henri Benlolo, Dean, Student Services

“Factors That Develop My Style of Leadership”

Understand the traits of a leader and how to develop leadership skills. Dr. Benlolo will share vignettes from leadership journeys that highlight the many factors that influence individual paths to leadership.

April 1, Monday – 12:30-1:30 – Dr. Mark Paugh, Vice President, Academic Affairs

“Developing New Leaders at CF”

Discover the dynamic nature of organizations and evolving leadership opportunities. Gain insights into the essential components of succession planning and the invaluable role of mentoring. Explore strategies for career advancement through the creation of a personalized leadership development plan.

April 3, Wednesday – 12:30-1:30 – Dr. Henri Benlolo, Dean, Student Services

“How Style of Leadership Manifests in the Workplace”

Identify your individual leadership style and how it can successfully manifest in the workplace. Dr. Benlolo discusses individuality and organizational setting as entities that must eventually align for a leadership journey to continue in a positive direction.

April 15, Monday – 12:30-1:30 – Dr. Jennifer Fryns, Vice President, Workforce Development and Innovation

“Lead from Where You Are...”

The journey matters so much more than the destination. It’s our current position, not the one we think we want in 5 or 10 years, that provides us with greatest opportunities to lead. This presentation will feature real-life reflections from the workplace mixed with interactive participation meant to inspire this approach in individuals from all job types and at all levels of responsibility. You’ll leave with at least one new work-friend and your own list of ways you intend to lead over the next 6 months.

...Stay tuned for additional opportunities!

Riding into the Future through Professional Development in Technology

All talks to be held in the Office of Professional Development Suite, Room 117D, and available via Zoom.

January 24, Wednesday – 12:30-1:30 – Dave Lanzilla, Associate Professor, Business and Technology
“Advanced Excel”

Learn some advanced skills in Excel, including pivot tables, creating a formula to use cells for other worksheets in a workbook, copying worksheets, using COUNT and COUNTIF functions, and more!

February 21, Wednesday – 12:30-1:30 – Dave Lanzilla, Associate Professor, Business and Technology
“Beginning Excel”

Would you like to use Excel but aren't sure where to start? Learn the basics of Excel, including naming/reordering sheets, columns, rows, name box, formula bar, using fill handle, setting up dates, SUM function, conditional formatting, centering across selection, and more!

February 23, Friday – 10:00-11:00am – Nancy Keefer, Instructional Designer, Compliance Specialist
“Microsoft PowerPoint Presentation Prowess”

Learn everything you need to know to get started using Microsoft PowerPoint.

February 26, Monday - 12:30-1:30 – Cole Diaz, Instructional Designer
“ZOOM-A-ZOOM”

Some aspects of remote work during the pandemic have remained due to the flexibility they offer, including Zoom. In this workshop, you will learn to use Zoom within Canvas and outside of Canvas, as well as some settings and features that may come in handy during your virtual meetings. Zoom Invitation will be sent to RSVP attendees. Please join with your camera on and ready to try out some Zoom features.

March 18, Monday - 12:30-1:30 – Cole Diaz, Instructional Designer
“Canvas Features: Tips and Tricks”

Curious about options in Canvas that will work for you? In this workshop, you will learn features and options that can be turned on or off depending on your needs. All updates to Canvas will also be discussed. Zoom Invitation will be sent to RSVP attendees. Please join with your camera on and ready to see Canvas in action.

March 27, Wednesday - 12:30-1:30 – Dave Lanzilla, Associate Professor, Business and Technology
“Intermediate Excel”

Expand your knowledge of Excel and learn formula and function features such as SUM, MAX, MIN, AVERAGE, VLOOKUP, IF, and more.

April 15, Monday - 12:30-1:30 – Cole Diaz, Instructional Designer
“Snagit, Or Don't”

Explore using Snagit to “snag” screenshots from various sources on your desktop. And that's not all – learn some pro tips on screen recording and jazzing up your captures with Snagit's editing features! No Snagit icon on your desktop or menu? Request to have Snagit installed at ithelp@cf.edu prior to the presentation. Zoom invitation will be sent to RSVP attendees. Please join with your camera on and ready to give Snagit a spin.

April 17, Wednesday - 12:30-1:30 – Dave Lanzilla, Associate Professor, Business and Technology
“Advanced Excel”

Learn some advanced skills in Excel, including pivot tables, creating a formula to use cells for other worksheets in a workbook, copying worksheets, using COUNT and COUNTIF functions, and more!

Brown-Bag Series – Lunch & Learn Development Opportunities – Topics to include general interest, team-building activities, inter-departmental collegiality, sources of P.R.I.D.E., and more. Give-away items, OPD Swag, and professional learning items may be provided. Additional details coming soon!