

SPT-10 Training Offerings  
FY10

The SEIU negotiated agreement guarantees each 10-month support professional the opportunity to attend a paid 4-hour training session on a scheduled no-work, no-pay day. Each support professional will be paid a stipend of \$15 per hour to attend one 4 –hour training session. The summary table below outlines the sessions that will be offered as part of the Support Professional Training for 10-month employees (SPT-10) for the 09-10 school year. Employees are welcome to attend more than one SPT-10 training on a space available basis, but will only be paid to attend one.

Registration for all course offerings will be completed through the Professional Development Online (PDO) system. If you are unable to log in to PDO, please contact the help desk for username and password assistance. The course title is listed in PDO as “10-month Support Professional Training - NWNP - SPT-10”. There are multiple sections listed under the course that correspond to the attached summary table. Additional details about each training session will be updated on PDO as more information becomes available.

<u>Date and Time</u>	<u>Primary Audience</u>	<u>Training Topic</u>	<u>Description</u>	<u>Location</u>
October 16, 2009 8:00 am – 12:00pm	All 10-Month Employees	Are You Running on Empty?	You cannot run yourself on empty. When was the last time you “topped” yourself off? This session provides you with strategies to refuel, revitalize and reenergize in a crazy fast paced world.	Festival Training Center (FTC)
October 16, 2009 8:00 am – 12:00pm	Paraeducators, Lunch Aides,	Positive Playgrounds	This training is designed for all staff who supervise students during lunch and recess. Participants will learn how to set-up and sustain happy and safe playgrounds. They will learn how to positively resolve conflicts, increase positive adult-student interactions, identify and decrease bullying, increase their awareness of diversity, and increase their observation and listening skills to support the emotional and physical well being of all students.	Springbrook HS
October 16, 2009 8:00 am – 12:00 pm	Paraeducators, Lunch Aides,	Positive Playgrounds	This training is designed for all staff who supervise students during lunch and recess. Participants will learn how to set-up and sustain happy and safe playgrounds. They will learn how to positively resolve conflicts, increase positive adult-student	Shady Grove Middle School

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			interactions, identify and decrease bullying, increase their awareness of diversity, and increase their observation and listening skills to support the emotional and physical well being of all students.	
October 16, 2009 8:00 am – 12:00 pm	All 10-month Employees	Emergency Crisis Preparedness	A four hour class including video, lectures, and tabletop exercise which will prepare staff members to respond in the event of an emergency/crisis.	CESC, Board of Education Room
October 16, 2009 8:00 am – 12:00pm	IDAs	Data Benchmarks	Participants will navigate MCPS data resources to identify, disaggregate and analyze progress toward individual school AYP goals. This course is designed for instructional data assistants.	Center for Technology Innovation (CTI)
October 16, 2009 8:00am - 12:00 pm	All 10-month Employees	Spend Better; Save More	This training provides you with strategies for coping with financial challenges and enhancing money management skills. There will be hands on exercises and money saving tips.	Festival Training Center (FTC)
Oct 16, 2009 8:00 – 12:00 pm	All 10-month Employees	How to Write a Resume and Interview for a Job	Come and learn how to put your best foot forward by writing a great resume and making a positive impression when interviewing. Learn about resume formats, cover letters and references. Then learn how to prepare for the interview, questions you may encounter, and questions you may want to ask during the interview.	Lakelands Park MS
October 16, 2009 8:00 am – 12:00 pm	All 10-month Employees	Conversation on Race and Culture in the Workplace	Cultural and racial misunderstandings can turn into prejudice and ill will if dialogue does not occur in a safe, judgment-free environment. This is an opportunity to ask questions, receive answers, and build skills to work more effectively with diverse groups.	Upcounty Regional Service Center, Large Training Room, 3 <sup>rd</sup> Floor
October 16,	All 10-month	Navigating Cyber-	This training provides you with the important rules for cruising	Century 21

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2009 8:00 am – 12:00 pm	Employees	space Safely	the internet highway and the e-mail express safely.	Building Room A
October 16, 2009 8:00 am – 12:00 pm	Elementary Paraeducators	Math Content and Objectives for the Elementary School	Paraeducators who directly support math instruction will be presented with an overview of mathematics content and objectives for grades K-3. Number sense, fractions, statistics and algebraic thinking will be explored.	Century 21 Building Room B
October 16, 2009 8:00 am – 12:00 pm	All 10-month Employees	Developing Your PDP	The professional development plan (PDP) form and activities will be reviewed. Participants will practice a pre-conference PDP meeting and complete a draft PDP.	Emory Grove Center Room 18
October 16, 2009 8:00 am – 12:00 pm	All 10- month Employees	Introduction to Excel	This training covers spreadsheet basics: enter, edit and delete data, select blocks of cells, format cells; page setup, enter formulas, auto fill, insert and delete rows and columns, cut, copy and paste data, autosum, and use add-ins.	Center for Technology Innovation (CTI)
October 16, 2009 8:00 am – 12:00 pm	All 10- month Employees	Introduction to Word	Learn how to create, open, save, print a document, enter, edit, format text, spell check, auto correct, and use the Thesaurus, change font size and appearance. Also, page setup, margins, tabs, indents, spacing, cut, copy and paste.	Center for Technology Innovation (CTI)
November 2, 2009 8:00 am – 12:00pm	All 10-Month Employees	When I Was Your Age: Communication Between Generations	Where do you, your colleagues and the students you interact with fit into the generational mix? On any day in MCPS, you may encounter and need to work effectively with five different generations. Learn about the generational mix in MCPS, your generational identity and how to communicate across the generations.	Center for Technology Innovation (CTI)
November 2, 2009 8:00 am – 12:00pm	All 10-Month Employees	How to Use a Computer	In this 4-hour training, learn the basics of operating a PC, using a mouse, using the Windows operating system, using e-mail, opening, saving, and sending an attachment, getting on the internet, signing up for training on PDO, accessing EPaystub, and more.	Center for Technology Innovation (CTI)

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November 2, 2009 8:00 am – 12:00 pm	All 10-Month Employees	How to Use a Computer	Learn how to perform word processing basics: create, open, save, print a document; enter, edit, format text; spell check; autocorrect; font size and appearance; page setup; margins; tabs; indents; spacing; cut, copy, paste and use the Thesaurus	Center for Technology Innovation (CTI)
November 2, 2009 8:00 am – 12:00pm	All 10-Month Employees	Understanding Personal Finance	Successfully taking control of your own finances can make the difference between going broke and building security. Explore the principles of personal finance and the habits that lead to financial fitness.	Emory Grove Center
November 2, 2009 8:00 am – 12:00pm	Lunch Hour Aides	Positive Playgrounds	This training is designed for all staff that supervise students during lunch and recess. Participants will learn how to set-up and sustain happy and safe playgrounds. They will learn how to positively resolve conflicts, increase positive adult-student interactions, identify and decrease bullying, increase their awareness of diversity, and increase their observation and listening skills to support the emotional and physical well being of all students.	Shady Grove MS
November 2, 2009 8:00 am – 12:00pm	Department of Transportation 10-Month Employees	What is Autism	Non-instructional staff will be presented with an overview of the Autism Spectrum Disorder, including Asperger's, and learn how it impacts students socially. Practical knowledge and strategies to ensure a successful day will be explored.	West Farm Transportation Depot Training Room
November 2, 2009 8:00 am – 12:00pm	All 10-Month Employees	Conversations on Race and Culture in the Workplace	Cultural and racial misunderstandings can turn into prejudice and ill will if dialogue does not occur in a safe, judgment-free environment. This is an opportunity to ask questions, receive answers, and build skills to work more effectively with diverse groups.	Upcounty Regional Service Center, Large Training Room, 3 <sup>rd</sup> Floor
November 2,	All 10-Month	Everyone is a Leader	What can General George S. Patton, Jr. and the legendary Ray	South Lake

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2009 8:00 am – 12:00pm	Employees		Charles teach us about leading others effectively? Come to this interactive session to learn the leadership skills that will help you be successful in your position and inspire others with confidence. Roy Higgins, director of the Division of Maintenance and David Steinberg, director of the A&S Professional System, will share leadership characteristics that supervisors and staff members can use to perform at the highest level.	ES
November 2, 2009 8:00 am – 12:00pm	All 10-Month Employees	Fitness for Busy People	We want to feel better and look better, and we know that exercise is part of the solution. The problem – fitting it in. Attend this interactive session to learn what exercise has to offer and realistic techniques for making it work in your life, on your terms, even at work.	Festival Training Center
January 25, 2010 8:00 am – 12:00pm	All 10-Month Employees	Improving Your Health and Wellness	Improve your health and wellness by learning practical strategies to make healthier food choices. Eliminate the frustration and confusion on what to eat and what not to eat by learning how to create healthy quick meals, to decipher the nutrition facts label, and to decrease sodium intake but still savor the taste of meals.	Center for Technology Innovation (CTI)
January 25, 2010 8:00 am – 12:00pm	All 10-Month Employees	How to Use a Computer	In this 4-hour training, learn the basics of operating a PC, using a mouse, using the Windows operating system, using e-mail, opening, saving, and sending an attachment, getting on the internet, signing up for training on PDO, accessing EPaystub, and more.	Center for Technology Innovation (CTI)
January 25, 2010 8:00 am – 12:00pm	All 10-Month Employees	Introduction to Word	Learn how to perform word processing basics: create, open, save, print a document; enter, edit, format text; spell check; autocorrect; font size and appearance; page setup; margins; tabs; indents; spacing; cut, copy, paste and use the Thesaurus.	Center for Technology Innovation (CTI)
January 25, 2010	All 10-Month Employees	When I Was Your Age: Communication	Where do you, your colleagues and the students you interact with fit into the generational mix? On any day in MCPS, you	Emory Grove Center

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8:00 am – 12:00pm		Between Generations	may encounter and need to work effectively with five different generations. Learn about the generational mix in MCPS, your generational identity and how to communicate across the generations.	
January 25, 2010 8:00 am – 12:00pm	All 10-Month Employees	Conversations on Race and Culture in the Workplace	Cultural and racial misunderstandings can turn into prejudice and ill will if dialogue does not occur in a safe, judgment-free environment. This is an opportunity to ask questions, receive answers, and build skills to work more effectively with diverse groups.	Upcounty Regional Service Center, Large Training Room, 3 <sup>rd</sup> Floor
January 25, 2010 8:00 am – 12:00pm	All 10-Month Employees	Developing Your PDP	The professional development plan (PDP) form and activities will be reviewed. Participants will practice a pre-conference PDP meeting and complete a draft PDP.	Emory Grove Center Room 18
January 25, 2010 8:00 am – 12:00pm	All 10-Month Employees	Listening and Memory	With the vast amount of oral communication to which individuals are exposed each day everyone needs more effective listening and retention skills.	Festival Training Center
January 25, 2010 8:00 am – 12:00pm	All 10-Month Employees	Spend Better; Save More	This training provides you with strategies for coping with financial challenges and enhancing money management skills. There will be hands on exercises and money saving tips.	Festival Training Center
January 25, 2010 8:00 am – 12:00pm	All 10-Month Employees	Everyone is a Leader	What can General George S. Patton, Jr. and the legendary Ray Charles teach us about leading others effectively? Come to this interactive session to learn the leadership skills that will help you be successful in your position and inspire others with confidence. Roy Higgins, director of the Division of Maintenance and David Steinberg, director of the A&S Professional System, will share leadership characteristics that supervisors and staff members can use to perform at the highest	South Lake ES

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April 6, 2010 8:00 am – 12:00pm	IDAs	IDA Data Benchmarks	Participants will navigate MCPS data resources to identify, disaggregate and analyze progress toward individual school AYP goals. This course is designed for instructional data assistants.	Center for Technology Innovation (CTI)
April 6, 2010 8:00 am – 12:00pm	All 10-Month Employees	What is Autism?	Non-instructional staff will be presented with an overview of the Autism Spectrum Disorder, including Asperger's, and learn how it impacts students socially. Practical knowledge and strategies to ensure a successful day will be explored	McAuliffe ES
April 6, 2010 8:00 am – 12:00pm	All 10-Month Employees	What is Autism?	Non-instructional staff will be presented with an overview of the Autism Spectrum Disorder, including Asperger's, and learn how it impacts students socially. Practical knowledge and strategies to ensure a successful day will be explored	Georgian Forest ES
April 6, 2010 8:00 am – 12:00pm	Elementary Paraeducators	Math Content and Objectives for Elementary School	Paraeducators who directly support math instruction will be presented with an overview of mathematics content and objectives for grades K-3. Number sense, fractions, statistics and algebraic thinking will be explored.	Century 21 Building
April 6, 2010 8:00 am – 12:00pm	Elementary Paraeducators	Math Content and Objectives for Elementary School	Paraeducators who directly support math instruction will be presented with an overview of mathematics content and objectives for grades 4-6. Number sense, fractions, statistics and algebraic thinking will be explored.	Georgian Forest ES
April 6, 2010 8:00 am – 12:00pm	All 10-Month Employees	When I Was Your Age: Communications Between Generations	Where do you, your colleagues and the students you interact with fit into the generational mix? On any day in MCPS, you may encounter and need to work effectively with five different generations. Find out about the generational mix in MCPS, your generational identity and how to communicate across the generations.	Lakelands Park MS
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