

SPT-10 Training: A Special Opportunity for 10-month Employees 2010 - 2011

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).

Register for SPT-10 classes on the Professional Development Online (PDO) system. . The course title is listed in PDO as “10-month Support Professional Training - NWNP - SPT-10”. Simply type **NWNP** in the title field on your PDO course catalog page, and then click on **Find Courses**.

All SPT-10 classes are from 8:00 am to noon.

Title	Dates	Description	Location
Budgeting, Borrowing and Other Money Matters	Oct 15 Nov 1 Jan 24 Mar 31	This workshop reviews budgeting techniques to maximize your savings potential. Participants will de-code their own credit report to understand how it impacts their borrowing power and explore other money matters to learn how to leverage financial freedoms.	Gaithersburg High School Gaithersburg High School Gaithersburg High School Gaithersburg High School
Bullying Prevention and Intervention	Nov 1 Jan 24 Mar 31	Learn what bullying is and how it looks in elementary, middle, and high school. Learn the characteristics of bullies, victims, and bystanders. Review strategies to prevent bullying behaviors and discuss appropriate ways to respond if you witness a bullying incident. Working together, we can help create a bully-free environment in MCPS!	Lakelands Park MS EGC, Rm 18 EGC, Rm 16

Title	Dates	Description	Location
Choosing Civility	Oct 15 Mar 31	Respect and civility are words we hear often in MCPS. Putting words into action is what is necessary to foster a working, genuine culture of respect throughout the school system. In this training we will explore ways to practice civility and to reap its rewards at work and in our personal lives.	EGC, Room 16 EGC, All-purpose Rm
Crisis Preparedness	Mar 31	A four hour class including video, lectures, and tabletop exercises which will prepare staff members to respond in the event of an emergency/crisis.	URSC, 3 rd Floor
Dealing with Difficult People	Nov 1 Mar 31	Explore ways to create positive relationships at work by being proactive rather than reactive when interacting with difficult co-workers or customers.	Festival, Hoffman Rm URSC, 3 rd Floor
Developing Your PDP	Oct 15 Mar 31	The professional development plan (PDP) form and activities will be reviewed. Participants will practice a pre-conference PDP meeting and complete a draft PDP.	Festival, Hoffman Rm URSC, 1 st Floor
DFNS Safety Training	Nov 1	For Department of Nutrition and Foods (DFNS) employees only. Complete required safety modules in a group setting.	EGC, Rm 16
Diversity Awareness	Mar 31	Cultural misunderstandings and racial misconceptions can lead to prejudice and ill will without structured dialogue and discussion in a safe, judgment-free environment. This interactive and engaging session will provide an opportunity to explore one's own biases and prejudices to begin the discussion on race and its impact on interactions and relationships with colleagues.	URSC, 3 rd Floor

Title	Dates	Description	Location
Fitness for Busy People	Oct 15 Nov 1 Jan 24 Mar 31	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.	EGC, M EGC, Rm 14 EGC, Rm 14 EGC, Rm 14
How to Use a Computer	Oct 15 Nov 1 Jan 24	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.	CTI, Lab 1 CTI, Lab 4 CTI, Lab 4
IDA Training: Searching for Data Benchmarks	Oct 15 Mar 31	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.	CTI, Rms 1&2, Labs 3 & 4 CTI, Rms 1&2, Labs 3 & 4
Instructional Strategies for Students with Autism Spectrum Disorder	Mar. 31	This workshop will provide opportunities for participants to bring necessary tools and modalities to facilitate student success. We will expand on strategies that work for the range of our autistic students.	Stephen Knolls School
Introduction to Word 2007	Oct 15	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	CTI, Lab 2

Title	Dates	Description	Location
Knowing Who's Who in the Workplace	Oct 15 Mar 31	Learn new and easy-to-remember tips to diffuse tense situations, calm frazzled nerves and help staffers and co-workers work together more effectively. Take a look at re-developing lines of communication, and understanding and resolving conflict. In <i>Knowing Who's Who</i> , Kathy Giacalone brings participants back to the playground where it all started. Books will be available for purchase on site for \$10 (The book would be good supplemental material, but not necessary for the training.)	Lakelands Park MS Lakelands Park MS
Math Content, K-3	Oct 15 Mar 31	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.	TBD
Positive Playgrounds	Jan 24	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.	FESTIVAL, HOFFMAN RM
Improve Your Health and Wellness	Mar 31	Get some new ideas for making nutrition and lifestyle choices which increase your energy, boost your immune system and help to increase your personal wellbeing.	Lakelands Park MS

Title	Dates	Description	Location
Using Technology to Improve Student Performance	Mar 31	Participants will receive training in web/technology tools in order to support student learning in their schools.	CTI, Labs 1&2
Using Prompt Hierarchies to Increase Student Success	Oct 15	In this session, we will identify the prompt and utilize the prompt hierarchy. Participants will have opportunities to manage and maintain these tools for optimum student results.	Stephen Knolls School
What is Autism?	Nov 1 Mar 31	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.	EGC, All-purpose Rm Festival,Conference Rm