

## 2023 FALL PROFESSIONAL DEVELOPMENT SCHEDULE

DATE/TIME/LOCATION	MODULE TITLE	DESCRIPTION	LINK TO REGISTER
<p><b>Date:</b> Wednesday, September 27, 2023  <b>Time:</b> 11:00 a.m. - 12:00 p.m.  <b>Location:</b> Microsoft Teams</p>	<p><b>Unleash Your Potential: Office 365 - Your Gateway to Seamless Productivity! - Staff/ Faculty</b></p>	<p>This interactive orientation session is designed to introduce you to the dynamic world of Microsoft Office 365 and its vast suite of productivity-enhancing tools. Office 365 offers a range of features, designed to streamline your work processes, foster collaboration, and enhance overall productivity. From the versatility of Word, Excel, and PowerPoint to the integrated communication capabilities of Outlook and Teams, Office 365 is more than just software - it's a new way of working. In this orientation, we will demystify the platform, providing a comprehensive overview of the various applications and tools. Learn how to leverage the power of OneDrive for secure file storage and easy sharing. Understand the collaborative potential of SharePoint for creating team sites, sharing documents, and managing workflows. Get a glimpse into the capabilities of Teams for unified communication, including chats, calls, meetings, and file collaboration. We will also explore the best practices for integrating these tools, enabling you to create a seamless and efficient digital workspace. Whether co-authoring documents in real-time, organizing your emails and schedules, or managing tasks and teams, Office 365 has got you covered.</p>	<p><a href="#">Webinar Registration</a></p>
<p><b>Date:</b> Wednesday, September 27, 2023  <b>Time:</b> 2:00 p.m. - 2:45 p.m.  <b>Location:</b> Microsoft Teams</p>	<p><b>Blackboard Tests - Testing the Test Tool</b></p>	<p>Tests are used to measure student knowledge, gauge progress, and gather information from students. Instructors can create tests and surveys and then deploy them in a course area. In this session, you will learn how to create/deploy a test, test pools, test settings and some IT tips you can give your students when taking the tests you create.</p>	<p><a href="#">Webinar Registration</a></p>
<p><b>Date:</b> Thursday, October 5, 2023  <b>Time:</b> 10:00 a.m. - 12:00 p.m.  <b>Location:</b> In-person</p>	<p><b>Conflict Resolution with Students</b></p>	<p>When working with students, conflicts arise over finances, grades and service. Upon completion of this workshop, one will better be able to, identify situations in which conflict might arise: identify common underlying issues causing conflict, and, address and mediate conflict in a respectful manner.</p>	<p><a href="#">Eventbrite Registration</a></p>

<p><b>Date:</b> Thursday, October 12, 2023  <b>Time:</b> 10:00 a.m. - 12:00 p.m.  <b>Location:</b> In-person</p>	<p><b>Just Get Over It</b></p>	<p>In this interactive session, participants explore the true and historic relationship between Indigenous Peoples and settlers. We will reflect on stereotypes, biases, and racism that still exist. Participants will be encouraged to reflect on their personal identities and learning within educational systems and discuss ways to make a difference in sharing these truths.</p>	<p><a href="#">Eventbrite Registration</a></p>
<p><b>Oct 4, 2023</b> 12:00 p.m.-1:30 p.m.  <b>Oct 19, 2023</b> 4:30 p.m.-6:00 p.m.  <b>Nov 1, 2023</b> 12:00 p.m.-1:30 p.m.  <b>Nov 15, 2023</b> 12:00 p.m.-1:30 p.m.  <b>Nov 28, 2023</b> 12:00 p.m.-1:30 p.m.</p>	<p><b>Draw the Line Against Transphobic Violence Presented by Egale</b></p>	<p>Draw the Line Against Transphobic Violence is a free, 90-minute, instructor-led webinar that will help participants recognize harmful dynamics, and build skills for fostering cultures of consent, gender inclusion, and healthier relationships overall. This session is designed for students, educators, administrators, and staff in both secondary and post-secondary schools in Canada. Join us in creating awareness that leads to action. When we empower students, staff, and educators to take steps towards allyship, we can build inclusive schools.</p>	<p><a href="#">Webinar Registration</a></p>
<p><b>Date:</b> Thursday, October 19, 2023  <b>Time:</b> 10:00 a.m. - 12:00 p.m.  <b>Location:</b> Zoom</p>	<p><b>Understanding Student Development (Student Development Theory)</b></p>	<p>In this session, participants will review and analyze the demographics of Trent University students. We will explore the concept of intersectionality and apply this to theories of student development. Participants will have an opportunity to share their experiences and discuss case scenarios to apply learning.</p>	<p><a href="#">Eventbrite Registration</a></p>
<p><b>Date:</b> Tuesday, October 24, 2023  <b>Time:</b> 11:00 a.m. - 12:00 p.m.  <b>Location:</b> Zoom</p>	<p><b>Dealing with difficult personalities presented by Telus Health</b></p>	<p>Workplaces can produce high achievers and dynamic team players. They can also be places where employees become regularly frustrated or annoyed with co-workers, be they bullies, people-pleasers, whiners, or gossipers. Developing techniques to address these challenging personality types can greatly increase staff's morale and job satisfaction. This seminar will look at the distinction between difficult behaviour and difficult people and provide participants with strategies to respond effectively to challenging situations with a focus on assertive communication.</p>	<p><a href="#">Eventbrite registration</a></p>
<p><b>Date:</b> Thursday, November 2, 2023  <b>Time:</b> 10:00 a.m. - 12:00 p.m.  <b>Location:</b> In-person</p>	<p><b>Effective Communication and Referrals</b></p>	<p>In this session, we will review active listening strategies and apply these skills. Participants will collaborate to apply their learning to a variety of student situations to appropriately refer students to campus resources.</p>	<p><a href="#">Eventbrite Registration</a></p>

<p><b>Date:</b> Monday, November 6, 2023  <b>Time:</b> 2:00 p.m. - 4:00 p.m.  <b>Location:</b> Zoom</p>	<p><b>Positive Space</b></p>	<p>In this session, participants will identify aspects of a positive space and discuss impressions of the queer community. We will compare and contrast sexual orientation and gender and how to respond to students coming out or questioning gender or sexual orientation.</p>	<p><a href="#">Eventbrite Registration</a></p>
<p><b>Date:</b> Thursday, November 9, 2023  <b>Time:</b> 2:00 p.m. - 4:00 p.m.  <b>Location:</b> Zoom</p>	<p><b>Respecting Individuals and Supporting Equity</b></p>	<p>The Centre for Human Rights, Equity, and Accessibility (CHREA) offers a workshop on valuing diversity, respecting individuals and supporting equity &amp; inclusion.</p> <p>Trent University prides itself on being an inclusive environment for individuals of diverse backgrounds. As we continue to work at maintaining a campus that values diversity and supports equity and inclusion; this training will explore some challenges faced by diverse &amp; marginalized students and employees in the Trent community and how you can be mindful of these and be more supportive and respectful in your interactions and spaces.</p>	<p><a href="#">Eventbrite Registration</a></p>
<p><b>Date:</b> Tuesday, November 14, 2023  <b>Time:</b> 4:30 p.m. - 6:00 p.m.  <b>Location:</b> Zoom</p>	<p><b>Affirming Adults in the School Community Presented by Egale</b></p>	<p>This interactive 75-minute webinar explores the vital role that all adults across the whole school community can take up in promoting environments where 2SLGBTQI youth can thrive. We will consider key characteristics of what being affirming means, and share practical strategies and support resources you can put to use right away. Participants will also have an opportunity to exchange promising tips and tools with one another. Teachers, school administrators, support staff, parents/guardians and community partners are all encouraged to join us for this rich and critical discussion!</p>	<p><a href="#">Webinar Registration</a></p>
<p><b>Date:</b> Tuesday, November 14, 2023  <b>Time:</b> 1:00 p.m. - 4:00 p.m.  <b>Location:</b> In-person</p>	<p><b>SafeTALK</b></p>	<p>SafeTALK trains participants to recognize individuals with thoughts of suicide and connect them to suicide first aid resources. SafeTALK uses four steps (Tell, Ask, Listen and Keepsafe) to help a person with thoughts of suicide connect with a resource that will keep them keep safe.</p>	<p><a href="#">Eventbrite Registration</a></p>
<p><b>Date:</b> Wednesday, November 22, 2023  <b>Time:</b> 10:00 a.m. - 11:00 a.m.  <b>Location:</b> Zoom</p>	<p><b>Overcoming burnout presented by Telus Health</b></p>	<p>If you're feeling overwhelmed by the pressures of everyday work and home life, then this workshop focusing on the issues of burnout will help bring your life back into balance. Learn to identify the symptoms of burnout and explore strategies for coping with and avoiding burnout.</p>	<p><a href="#">Eventbrite registration</a></p>

<p>Date: Wednesday November 22, 2023  Time: 1:00 p.m. - 3:00 p.m.  Location: Zoom</p>	<p><b>Sexual Violence on Campus: Prevention, Intervention, and Survivor Support</b></p>	<p>What would you do if a student informed you they had experienced sexual violence? This session will provide participants with practical strategies to support survivors of sexual violence. We will explore supports and services on and off- campus, including our policy regarding accommodations. Participants should expect to engage in an open discussion about sexual violence, consent and exploring campus and post-secondary sexual culture.</p>	<p><a href="#">Eventbrite Registration</a></p>
<p><b>SSC: More Feet on the Ground</b></p>		<p>This is an online mental health awareness tool. Using the model, "recognize, respond &amp; refer" this site provides post-secondary community members with information about supporting students with mental health concerns. The site contains information relevant to those working in post-secondary across Ontario and lists resources specific to Trent University.  Participants will learn to:  RECOGNIZE indicators that someone may be experiencing mental health concerns;  RESPOND appropriately to someone who needs support, based on the indicators present and your relationship with them;  REFER someone to mental health supports and services in an appropriate way; and  Describe best practices for reflecting after interacting with someone who may be upset or distressed  Complete More Feet on the Ground online at your own pace. To complete this training, click the link below. Read through the landing page and register at the top right of the page. You will be sent an email to confirm your registration at which point you can login to the site and work through the text and videos. After completing the three quizzes on the site, participants can print a certificate if desired. For those participating in the Student Support Certificate, this online module counts toward your certificate once you have completed the quizzes.  Visit the More Feet on the Ground website to review the material - <a href="https://morefeetontheground.ca/">https://morefeetontheground.ca/</a></p>	<p>Registration not required</p>