



El Camino College/Compton Center

# Classified Professional Development Week

May 13-17, 2013

Workshop Schedule and Registration

Register online using  
[FLEX Reporter](#)

## Monday, May 13

### Plants on Campus: A Walking Tour

Noticed all the new plants on campus? Join us for an informative walking tour of campus and learn about why certain plants were chosen and how you might incorporate them into your home gardens.

Note: Wear comfortable shoes. Water, hat and sun screen highly recommended.

**Guide:**

Brian Parks, Gardener II

**Time:** 9:00-10:00 am

**Location:** Meet on Library Lawn Area

[Register Now!](#)

### Managing Hostile Behavior

This workshop will help you learn how to identify and deal with different levels of hostile behaviors such as: verbal abuse, threats, physical assault and use of weapon.

**Presenter:** Mike Trevis, ECC Police Chief

**Time:** 1:00-2:30 pm

**Location:** Alondra Room

[Register Now!](#)

## Tuesday, May 14

### Understanding ECC Processes

Four processes will be highlighted at this presentation: Room Reservations (on and off campus), Work Orders Procedure 519 (Add/Move/Change Service Request), Payroll, and Purchasing.

**Presenters:**

Debbie Turano and June Curtis, Facilities

### Staff Perks

There are many “perks” available to ECC employees. Come learn about all the great discounts, programs and opportunities open to staff.

**Presenters:**

Luukia Smith, Cashier, ECCE President

Donna Manno, Professional Development

Angie Gardea, Payroll  
Linda Mobley, Purchasing

**Time:** 9:00-10:00 am

**Location:** TLC – Library West Basement

[Register Now!](#)

Coordinator

**Time:** 1:00-2:00 pm

**Location:** TLC – Library West Basement

[Register Now!](#)

## Wednesday, May 15

### Getting the Job – iGreentree, Resume, Interviewing

This workshop is designed for staff interested in pursuing promotional opportunities both on and off campus. Be ready to take advantage of future job opportunities as retirements will increase over the next few years. Gain an understanding of the iGreentree application process, how to put together a good resume and get some good tips on interviewing.

**Presenters:**

Lynn Lindberg, Director Human Resources  
Roxanne McCoy, Human Resources

**Time:** 9:00-10:30 am

**Location:** TLC – Library West Basement

[Register Now!](#)

### Where's What on MyECC (Portal) and ECC Website?

An amazing amount of information is available to staff on both MyECC and the ECC Website. At this presentation, you'll learn where to find key information that will assist in doing your job more effectively and efficiently.

**Presenters:**

Francine Vasilomanolakis and Donna Manno, Professional Development

**Time:** 1:00-2:00 pm

**Location:** TLC – Library West Basement

[Register Now!](#)

## Thursday, May 16

### iSmart 2 – Discovering Apps

It's all about apps and what they can do for you! Bring your iPhone or iPad to this workshop and discover some practical, helpful and fun apps. Apps relating to fitness, nutrition, beauty, home improvement, games, safety and more will be demonstrated, so be ready to download apps. This workshop will make you wonder, "how did I ever get along without my iSmart device?"

**Presenter:**

Francine Vasilomanolakis, Professional Development

**Time:** 10:00-11:00 am

### Creative Hobby Showcase

The campus is invited to stop and view the creative hobby displays and talk with the artists.

**Coordinator:** Debbie Turano, Facilities

**Time:** 12:00-2:00 pm

**Location:** Student Activities Center, East Lounge

Pre-registration is not required.

**Location:** TLC – Library West Basement

[Register Now!](#)

**Friday, May 17**

### **Lunch & Karaoke**

All are invited! Enjoy a great lunch and be entertained by the many talented ECC/CEC staff performances. Start practicing!

**Time:** 11:30 am-12:45 pm

**Location:** Library Lawn

### **Team Building Extravaganza**

Come and join us for some playtime, laughs and Team-Building Extravaganza with your fellow El Camino College and Compton Center employees.

Note: Wear comfy clothes and soft-soled shoes!

**Time:** 12:45-2:30 pm

**Location:** North Gym

[CLICK HERE To Register for  
Team Activity](#)