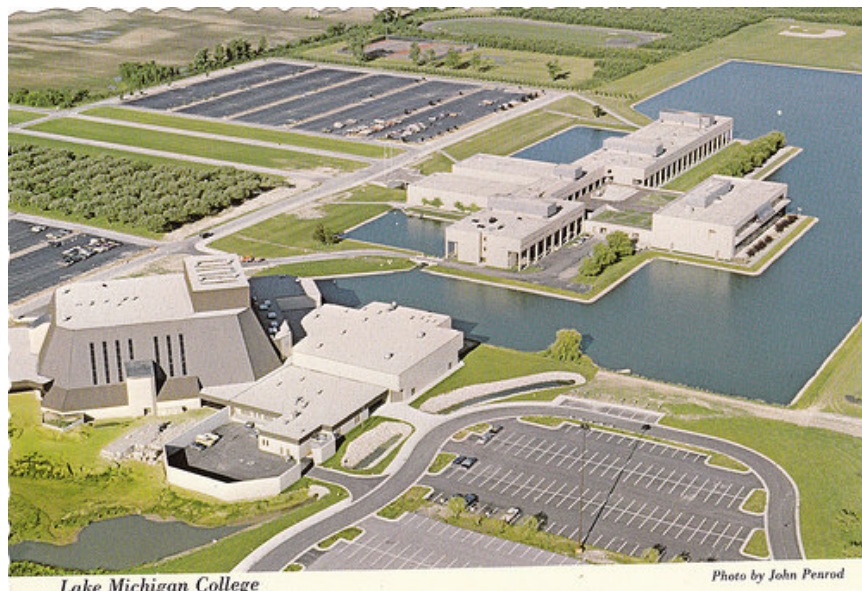




LAKE MICHIGAN[®]
C O L L E G E

PROFESSIONAL DEVELOPMENT



September, October, November, December 2013

The Lake Michigan College Professional Development Rewards Program is designed to bring employees together to build a stronger workplace and reinforce College goals, along with supporting the personal goals of each participant.

The Reward Incentives will be distributed by a raffle drawing. The reward incentives are listed below, in order of number of workshops needed to attend to be eligible for a particular drawing.

Staff and Full-time and Adjunct Faculty attending at least:

8 Workshops (Leadership, Global or Adopt-a-Highway)	\$250 Gift Certificate of your Choice <i>Distributed by raffle</i>
7 Workshops (Leadership, Global or Adopt-a-Highway)	\$100 Gift Certificate of your Choice <i>Distributed by raffle</i>
6 Workshops (Leadership, Global or Adopt-a-Highway)	\$50 Gift Certificate of your Choice <i>Distributed by raffle</i>
6 Workshops	1/2 Personal Day <i>All who earn</i>
4 Workshops	Luncheon <i>All who earn</i>

Employees attending nine Leadership Workshops will earn a Certificate with a copy to be placed in the employee's Personnel File.



Wellness Reward Program

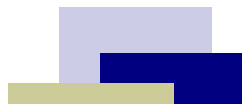
Every employee who achieves their goal of thirty (30) Cooper Aerobic Points per week for ten (10) weeks and attends eight (8) classroom sessions will receive an iPod Shuffle, ear buds and a \$20 iTunes card.

**Have a question or to register —
contact Kathy Tebell at extension 6197.**

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September 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Wellness Program

Leadership Series

Canvas

Global Presentation

Community

October 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Wellness Program Leadership Series
 Canvas Global Presentation Community

December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WELLNESS PROGRAM



Wellness Center Group Classes

Group Strength Training

Tuesdays

5:00—5:45 p.m.

Free weights, stretching and relaxation exercises

Beginner's High Intensity Interval Training

Wednesdays

12:00—12:45 p.m.

Wellness Center

Group Strength Training

Thursdays

12:00—12:45 p.m.

Wellness Center

Free weights and core strengthening exercises

WELLNESS PROGRAM SCHEDULE

Orientation

Vicki Shoemaker,
Amy McKean
Tuesday, September 17
12:00—1:00 p.m.
C-104

Our health—our greatest asset. Did your doctor give you a prescription for movement and healthy eating?

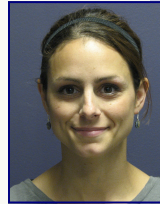
- Introduction to Cooper Aerobic Point System
The goal is to earn at least 30 points per week calculated with the Cooper's Aerobic Point System.
- Complete orientation form, PAR-Q and Waiver of Physician Clearance.

Think about specific wellness goals -

- Eat healthier
- Drink more water
- Become smoke free
- Increase self-esteem
- Total fitness
- Weight loss
- Cardiovascular endurance
- Muscular endurance
- Muscular strength
- Balance
- Core strength
- Real Age. Com—Lifestyle calculator
- Food journal—record food choices for one week on Myfitness-pal.com
- Activity journal
- Sign-up for pre-assessments

Assessment

Vicki Shoemaker
Amy McKean
Tuesday, September 24
12:00—12:50 p.m.
5:00—6:30 p.m.
Wellness Center



Where am I right now?

- Pre-assessment of height, weight, blood pressure, body composition (percent body fat, pounds muscle, pounds fat and Basal Metabolic Rate—number of calories body needs at rest), respiration (lung capacity), two or three minute step test (cardiovascular recovery), sit and reach hamstring flexibility and body measurements
- Talk about food and activity journal/real age calculator results

Where do I want to be?

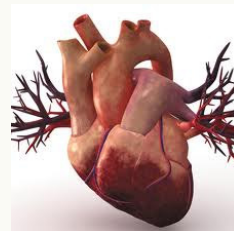
- Determine wellness goal—plan program with Wellness Center personnel.



Heart Disease/Stroke

Vicki Shoemaker
Amy McKean
Tuesday, October 1
12:00—1:00 p.m.
C-104

Learn about Cardiovascular Disease, our nation's number one killer: risk factors, signs and symptoms and prevention strategies.



Eating Healthy For A Healthy Heart

Michelle Schaeffer, RD, MS

Tuesday, October 8

12:00—1:00 p.m.

C-104



In our modern society, how can we make healthier food choices when we are grocery shopping, preparing meals and eating out? We will take a look at portion sizes—what does a three ounce portion of steak look like? What does one cup of cereal look like? Reality check—how many teaspoons of sugar are in a twenty ounce bottle of pop? Is breakfast really the most important meal of the day?



Hearing Session

Dr. Gyl Kasewurn, Professional Hearing

Tuesday, October 15

12:00—1:00 p.m.

C-104



Self—Esteem—Skills That Make A Difference

Jill Claeys

Tuesday, October 22

12:00—1:00 p.m.

C-104

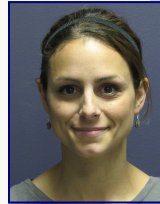


This session is packed with real life skills that can be implemented to enhance your self-esteem as well as those in which you interact. Emphasis is placed upon assuming responsibility for your own self talk and how you interact with others.



Stress Management

Vicki Shoemaker
Amy McKean
Tuesday, October 29
12:00—1:00 p.m.
C-104



How are you balancing your life—family, work and play? How many hours a week do you take for leisure activities? Have you noticed any of the following symptoms of stress exhaustion in yourself recently—headaches, fatigue, insomnia, forgetfulness or digestive upsets? We will practice some relaxation skills to help lessen some of the stress and tension we may be feeling at times in our lives.



Body Image—Disordered Eating

Alison Yacobozzi
Tuesday, November 5
12:00—1:00 p.m.
C-104

With all the “perfect” bodies in magazines to compare ourselves to—how do we view ourselves? Can we begin to accept ourselves where we are today? What is “healthy” eating compared to eating compulsively or eating restrictively? Can an individual really be addicted to sugar?



Pre-Diabetes and Diabetes

Vicki Shoemaker
Amy McKean
Tuesday, November 12
12:00—1:00 p.m.
C-104

Learn About Natural Compared to Prescriptions

Robert Kress
Tuesday, November 19
12:00—1:00 p.m.
C-104



Wellness Post Assessment

Vicki Shoemaker
Amy McKean
Tuesday, November 26
5:00—6:30 p.m.
C-215

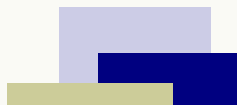
(Repeat of Assessments done on Tuesday, September 24,
to see how far we have come.)



Wellness Final Results

Vicki Shoemaker
Amy McKean
Tuesday, December 3
12:00—1:00 p.m.
C-104

(Cooper Aerobic Point standings, overall results of inches lost, per-
cent body fat lost, pounds of lean muscle increased, increase in Basal
Metabolic rate and pounds of body fat lost.)

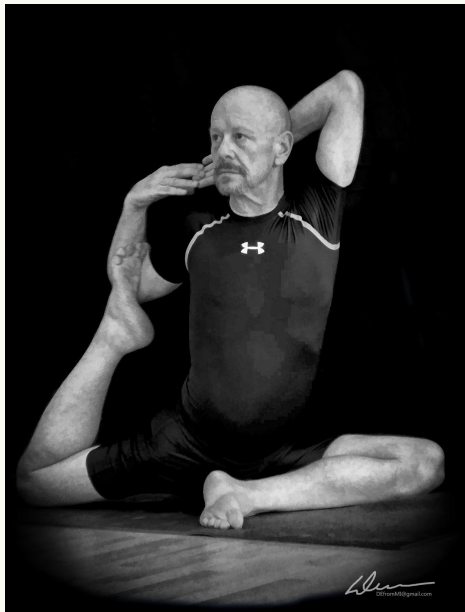




Yoga

Steven Welsh
Every Wednesday
Beginning September 18—through December 11
4:30—6:00 p.m.
Old Music Room—D-109

Yoga is an ancient healing system of theory and practice which combines breathing exercises, physical postures and meditation. This gentle class will focus on flexibility, strength and most importantly breath. Classic yoga postures will be presented with instructions on opening new spaces within. The last 15 minutes are a guided meditation, leaving all level students (beginner to advanced) feeling renewed.



Tai Chi for Arthritis

Karen Hill

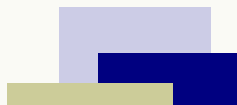
Every Thursday

Beginning September 19 through December 12

5:00—6:00 p.m.

Old Music Room—D-109

Tai Chi is one form of exercise that can help develop balance, body awareness and confidence. Research suggests that people who participate in Tai Chi classes cut their risk of falling by nearly half.



LEADERSHIP WORKSHOP SERIES

Good leadership requires attitudes and behaviors which serve the organization as well as the people. Leaders need to be respected and trusted and have high qualities of integrity, honesty, commitment, confidence, decisiveness, consistency, wisdom, determination and compassion to name a few. A good leader needs to have the desire and willpower to become effective. Learning to be a good leader comes from a never ending process of self-study, education, training, and learning from experience. Our Leadership Series is designed to provide tools to enhance your skillset as you continue working on a leadership role.



Leadership Workshop Schedule

The Basics—From A New Perspective



Anne Erdman,
Vice President, Administrative Services
Two-Way Interactive Classroom, F-152
Thursday, September 12
3:00—4:00 p.m.



Successful Planning

Lisa Edwards Warren, Senior Project Manager,
Progressive AE
Two-Way Interactive Classroom, F-152
Thursday, October 10
3:00—4:00 p.m.

Organizational planning is the key to a successful outcome. Good planning requires a clear set of activities or inputs, the tools and techniques to apply, and the resulting activities or outputs. We will review the organizing steps that are part of successful planning.



Steps to Promotion



Honorable Mabel Mayfield, Berrien County;
Mary Jo Tomasini, CEO, Competitive Edge
Two-Way Interactive Classroom, F-152
Thursday, October 17
3:00—4:00 p.m.



Diversity and A Healthy Work Environment

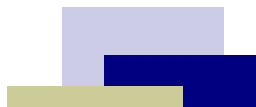


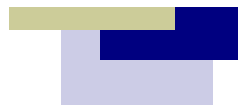
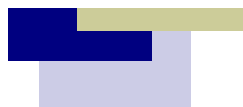
Danny Sledge, Diversity Consultant
Two-Way Interactive Classroom, F-152
Thursday, October 24
3:00—4:00 p.m.



Building Professional Relations

Regina Ciaravino, Director of Chamber Development,
Cornerstone Chamber of Commerce;
Anna Murphy, President,
United Way of Southwest Michigan
Two-Way Interactive Classroom, F-152
Thursday, October 31
3:00—4:00 p.m.





Communications

Kristi LaFrenz
Thursday, November 7
3:00—4:00 p.m.
Two-Way Interactive Classroom, F-152



20 little communication tips that make a big difference: learn how to better connect with people, sharpen your skills and chart a direct, clear path to career success.



Customer Service

Al Mussman, Bigby Coffee;
Janet Dykstra, Kilwins;
Jay Costas, Silver Beach Pizza;
Kim Richardson, 1st Source Bank
Thursday, November 14
3:00—4:00 p.m.
Two-Way Interactive Classroom, F-152

“... good service is a moving target. To me it is such a high standard that I never feel like I get there, but rather keep traveling, on a good day, in the right direction.”



Personal Issues

Kay Confer, President, Confer Investments
Thursday, December 5
3:00—4:00 p.m.
Two-Way Interactive Classroom, F-152



Capstone

Anne Erdman,
Vice President, Administrative Services
Thursday, December 12
3:00—4:00 p.m.
Two-Way Interactive Classroom, F-152



Adopt-a-Highway

US-31, Ext 13
• Friday, September 27
2:00 p.m.



Community Volunteer

To Improve Community Life • To Give Back

To Help Others in Need • To Connect with Other People

To Embolden the Human Spirit • To Give Hope


Why do you volunteer? Employees participating in a community volunteer program will receive credit for attending one Professional Development Event.

New Resource in the Teaching & Learning Center: Lynda.com Kiosk

We are excited to offer all faculty and staff unlimited access to the Lynda.com library of over 2000 video courses through a new 'kiosk' license in the Teaching and Learning Center. Learn a new software application, be updated on a new version, or find advanced training on a particular feature of software you already use. Learn what you want, when you want... quickly! Come check it out...

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FALL 2013 CANVAS TRAINING SESSIONS (F2F)

- All sessions are one hour long and located in the Teaching and Learning Center (S-112) at the Napier Avenue Campus.
- Adjunct stipend available for first time attendees
- New self paced online training also available

Getting Started with Canvas	Tuesday, September 24	3:00 p.m.
Intermediate Canvas	Tuesday, October 1	3:00 p.m.
Advanced Canvas	Tuesday, October 8	3:00 p.m.
Getting Started with Canvas	Friday, October 25	9:00 a.m.
Intermediate Canvas	Friday, November 1	9:00 a.m.
Advanced Canvas	Friday, November 8	9:00 a.m.

To reserve a seat, enroll in the online course, or just ask a question...

Contact Mark Kelly (6118) or Donna Maxson (6120)



GLOBAL PROGRAM

George Erickcek

George Erickcek, Senior Regional Analyst,
Upjohn Institute
Tuesday, October 22
10:20—11:20 a.m.
Brown Lecture Hall



Employees and Students Welcome

George Erickcek, Senior Regional Analyst at the W.E. Upjohn Institute for Employment Research, will address the current challenges facing community colleges and why it is so difficult and yet extremely important to truly evaluate their key roles in this sluggish economic expansion.

No other institution plays such a wide range of important roles for its community than do the nation's community colleges. For many students, it is the door to either a skilled occupation or to a four-year college education. To many others, it offers a second chance after a false start. To still others, it provides the upgraded skills necessary to advance in their existing careers. For businesses, it provides training that is responsive to their needs. And, for still others, it is a place to simply learn about stuff. Also, it is a great place for concerts and lectures. And it is affordable.

Such a flexible institution can provide many of the services necessary for southwest Michigan to stay competitive in the global market and retain its excellent quality of life. And, yet, community colleges seem to be undervalued, overlooked, and, at the same time, taken for granted.

SEPTEMBER 11 OBSERVANCE

9/11 Observance

September 11 National Day of Service & Remembrance: Honoring through Service

As a positive way to forever remember and pay tribute to the victims of September 11, honor those that rose in service in



National Day of Service

response to the attacks, and to remind people of the importance of working more closely together to improve our world, the Michigan Community Service Commission (MCSC), Michigan Nonprofit Association (MNA), Volunteer Centers of Michigan (VCM), Michigan Campus Compact (MCC), and The LEAGUE Michigan will be observing September 11, 2013 as a National Day of Service and Remembrance. We invite you to serve, honor, and remember alongside us on this historic day.

INTERNATIONAL FEST

International Fest

November 21
12:30—1:30 p.m.
Hall of Pride

On November 21, Lake Michigan College will honor its International student population by hosting an event open to all students, faculty and staff. New students' country flags will be added, international treats will be tasted and entertainment will be provided.

Lake Michigan College currently has students enrolled from nearly 50 countries, representing 6 continents.





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