




# SERVICE is NOT a Spectator Sport: GET IN THE GAME!

**Celebration of Service: October 12 – 22, 2015**

“Huddle Up” session descriptions on reverse; attend at any campus!

Play the “Student Services Scrimmage” at times that work for you.

**Staff-focused professional development** especially designed for those too busy to participate in August: “Get in the Game” by attending “Huddle Up” sessions and participating in the new learning experience, the “Student Services Scrimmage”. Staff will complete “plays” from a “Playbook” to learn what our students experience at ICC. Players will “see ICC” and discover how **all employees serve as part of the ICC Team** in helping our students persist and succeed. Points will be earned towards fun prizes for top scorers as we all learn improved strategies to serve.

| Start Time                                    | October 12 Monday   | October 13 Tuesday   | October 14 Wednesday   | October 15 Thursday   | October 16 Friday   | October 19 Monday  | October 20 Tuesday   | October 21 Wednesday  | October 22 Thursday   |
|---|---|--|--|---|---|--|--|---|---|
| 9 AM  | Student Services Scrimmage: Coin Toss<br>Tranquility 210A<br>EP   | Student Services Scrimmage: Coin Toss<br>Arbor 112<br>North                              | Simple Strategies to Get in the Game<br>Arbor 112<br>North                         | Office 2013<br>TECHC 210<br>EP  | <i>Transfer Month!<br/>Wear College Gear Today!<br/>All Campuses!</i>                 | Excel 2013<br>TECHC 213<br>EP  | Excel 2013<br>Hickory 128<br>North<br>-----AND-----<br>Fire Safety<br>Dirksen Parking,<br>EP 9–11:30   | Outlook 2013<br>TECHC 213<br>EP   | Student Services Scrimmage: Victory<br>Thomas 01<br>Downtown                        |
| 10 AM   | 25Live Training & Tips<br>Thomas 02<br>Downtown<br>until 11:15 AM | Simple Strategies to Get in the Game<br>Thomas 01<br>Downtown                            | Emotional Intelligence<br>233A<br>EP<br><br><i>Transfer Day</i>                    | Coaches Chat<br>Thomas 01<br>Downtown   | Emotional Self-Care<br>Thomas 01<br>Downtown  | Time Out for Wellness<br>Poplar 134, North<br>-----AND-----<br>Navigating the Website<br>TECHC 213, EP | Outlook 2013<br>Hickory 128<br>North<br>-----AND-----<br>Fire Safety<br>Dirksen Parking,<br>EP 9–11:30 | Time Out for Wellness<br>233A<br>EP   | "What If?" for Supervisors<br>Arbor 112<br>North                                    |
| 11 AM   | What If? for Supervisors<br>236B<br>EP                            | Emotional Self-Care<br>236B, EP  | Office 2013<br>Poplar 131<br>North   | <b>SERVICE is NOT a Spectator Sport:<br/>GET IN THE GAME!</b>   |   |  | Fire Safety<br>Dirksen Parking,<br>EP 9–11:30  | Attend a Student Services Scrimmage: Coin Toss to Get Your Playbook!  |   |
| 11:30 – 12:30 PM<br>Brown-Bag-It              | Construction Update<br>Tranquility 210A<br>EP                     | Construction Update<br>Arbor112<br>North   |  | Emotional Self-Care<br>Poplar 131<br>North  | Construction Update<br>Thomas 210<br>Downtown   |                    |  | "What If?" for Supervisors<br>Thomas 01<br>Downtown<br>-----AND-----<br>Student Services Scrimmage: Victory<br>Arbor 112, North |   |
| 1 PM  | Student Services Scrimmage: Coin Toss<br>Thomas 01<br>Downtown    | Student Services Scrimmage: Coin Toss<br>Tranquility 210A<br>EP                          | The Happiness Advantage<br>236B<br>EP  | Great Colleges Survey Results<br>Thomas 17<br>Downtown  | The Happiness Advantage<br>Thomas 01<br>Downtown                                      | 25Live Training & Tips<br>309A<br>EP<br>until 2:15 PM  | Great Colleges Survey Results<br>239A<br>EP  | Attend a Student Services Scrimmage: Victory - Share What You Learned!  | Coaches Chat<br>Arbor 112<br>North  |
| 2 PM<br>or<br>*NOTE<br>later<br>start<br>time | Simple Strategies to Get in the Game<br>239A<br>EP                | Timeout for Wellness<br>239A<br>EP<br>-----AND-----<br>EP Library Open House<br>2 – 4 PM | <i>College Night</i>   | Time Out for Wellness<br>Thomas 17<br>Downtown<br><br>*Begins at 3 PM<br>Quick Tech Tips<br>Thomas 02<br>Downtown |  | Quick Tech Tips<br>Poplar 103<br>North<br>until 3:15 PM  | Quick Tech Tips<br>309A<br>EP<br>until 3:15 PM   | Coaches Chat<br>232B<br>EP  | *Begins at 2:30 PM<br>Student Services Scrimmage: Victory<br>Tranquility 210A<br>EP |

**Drop off completed “plays” by Oct. 22:**  
Information Desk, EP; Thomas Library, Downtown;  
Arbor Information Desk, North.

## “Huddle Up” Session Descriptions:

### **Student Services Scrimmage: Coin Toss & Victory Huddle - Dr. Tracy Morris, Organizational Learning Sub-Committee Members**

Staff will complete various “plays” from a “Playbook” to experience the college from our students’ perspective. See how all employees serve as part of the “ICC Team” in helping our students persist and succeed, from application to graduation. Points will be earned for fun prizes for top scorers as we all learn improved strategies to serve! Drop off completed “plays” throughout the week at designated locations. Come to a “Coin Toss” to learn how to “Get in the Game” and share what you’ve learned with colleagues at a closing “Victory” celebration!

### **Coaches Chat: Executive Cabinet Members**

Executive Cabinet members will be present for collegial conversation about ICC and our mission; bring your questions.

### **25Live Training and Tips: Alaina Smith, Stephanie Farquer**

Now that we’ve been using 25Live for a year, it’s time for a refresher. We will view events, book rooms, and request signage and other resources. There will also be time for questions and discussion of some tips and tricks.

### **Emotional Self-Care: Getting Your Game On! Molly Knapp**

Join counselor Molly Knapp for a huddle dealing with stress, work/life balance, and helpful resources and earn some Wellness Points, too.

### **Construction & Design Update: Troy Hattermann & Kevin Roberts**

Bring your lunch and learn about construction and design progress on ICC’s campuses. An optional tour of North Campus will be available after the North Campus session.

### **Quick Tech Tips to Get To the Finish Line! Janet Selburg, Cheryl Shull, Bobbie Wraight**

Learn about resources right at your fingertips, including helpful hints for ICCNET and webdeskprint. Bring your questions and share your own tips. The session will be held in a computer lab and conclude with time to practice what you’ve learned.

### **Emotional Intelligence.....OURS and Theirs! Terri Punke**

How do you handle stressful situations and how do you help others handle stress? Learn about Emotional Intelligence for yourself but also to help our students persist and succeed!

### **The Happiness Advantage: Karhmen Feurtado, Brandy Thatcher**

Discover 7 principles of positive psychology that will fuel your success and performance at work. Karhmen and Brandy will share what they brought back from attending a keynote address by Shawn Achor, the author of a book by this title.

### **Fire Safety Demonstration: Tim Anderson & Getz Fire Equipment**

Stop in anytime from 9 – 11:30 AM on Oct. 20 to get hands-on experience using a fire extinguisher safely at Dirksen Parking Lot !!

### **“What If” for Supervisors New & Not-So-New! Leslie Hofer, Janice Kinsinger**

Working on selected scenarios, learn what to do in various situations when supervising employees. Bring your questions and other “What Ifs!”

### **Simple Strategies to Get in the Game! Malia Heath, Janice Kinsinger**

Learn how Organizational Learning can help you get in the game, stay in the game and succeed at ICC! Learn more about: Teaching Squares/Diamond Dialogues; the Celebrations; the ICC Leadership Series; Performance Reviews; and more. Bring your ideas and suggestions to help us with your professional development needs also!

### **Timeout for Wellness: Liz Burns, Deb Pence**

Learn how to “get in the game” with Wellness Works; then directly apply it to your working day by taking a “timeout” for exercise stress relief with walk/desk yoga!

### **Office 2013: Jeff Maston, Nicole Reese**

See an overview demonstration of features that were introduced in Office 2013 programs (Word, Excel, PowerPoint), as well as related training videos from Atomic Learning. Take away a tip sheet describing more training resources and key functions.

### **Microsoft Excel 2013: Jeff Maston, Nicole Reese**

TLC staff will cover an overview of Microsoft Excel basics, including formatting cells, applying functions, and developing charts. Pivot tables will be briefly introduced, and Atomic Learning videos will be available to supplement all topics and for your review. Part of this session will involve hands-on application of the topics presented.

### **Mastering Microsoft Outlook/Webmail: Jeff Maston, Nicole Reese**

Learn more about managing email messages, folders, and contacts, as well as effectively using and maintaining the Outlook Calendar in a hands-on format. Atomic Learning videos will be available to introduce all topics and for your review.

### **Navigating the College Website and Calendars: Lendus Casey**

Learn new offensive moves to use the website more effectively for ICC information.

### **Great Colleges to Work For 2015 Survey Results: David A. Cook, Malia Heath**

Check out ICC’s most recent survey results and rankings, how we compare to other community colleges and how we can work together to improve dimensions highlighted from survey results.

**RSVP to [OrganizationalLearning@icc.edu](mailto:OrganizationalLearning@icc.edu) to help us provide appropriate # of handouts; but come even if you did not RSVP!** Call Janice at 694-5758 with questions.