

**STAFF PROFESSIONAL DEVELOPMENT COMMITTEE SEMINARS**

<b><u>DATE</u></b>	<b><u>FOR</u></b>	<b><u>SEMINAR</u></b>	<b><u>SPEAKER</u></b>
1/4/85	Professional Staff	Campus Projects Update & Personnel Policy Discussion	S. LaSalle C. O'Neill
8/21/85	Professional Staff	Admissions Stress Management	Paul Kenyon Dr. Amstey
2/21/86	Professional Staff	Computing at Nazareth	Pam Buckholtz
10/10/86	Professional Staff	Problem Solving	Geri Curwin RIT (\$200)
1/30/87	Professional Staff	Legal Issues/Liability in Higher Education	David Ferris

<b><u>DATE</u></b>	<b><u>FOR</u></b>	<b><u>SEMINAR</u></b>	<b><u>SPEAKER</u></b>
3/26/87	Office Personnel	Managing Time & Situations	Germaine Knapp (WordSmart, Inc.) (\$400)
10/2/87	Professional Staff	Team Building Communications	Go-Getters, Inc. (\$750)
3/1/88	Professional Staff	Function of the Trustees	Board of Trustees
3/9/88	Faculty & Staff Welfare Comm., Undergrad. Assoc. & Women's Resource Group	Sexual Harassment	Jody Asbury U of R (\$125)
5/20/88	Security and Maintenance Staff	Hazardous Materials	Wm. Lammela (\$50)

<b><u>DATE</u></b>	<b><u>FOR</u></b>	<b><u>SEMINAR</u></b>	<b><u>SPEAKER</u></b>
10/25/88	Professional Staff	NC & the Disabled	Students/Faculty B. Morton TRIAAD
2/17/89	Professional Staff	Presentations Made Easy	Jon Woods (\$300)
3/17/89	Office Personnel	Enhancing Self-Esteem	Deborah Apter MCC (\$300)
4/7/89	Professional Staff	Evaluation Process	Patricia Townsend U of R (\$250)
9/29/89	Professional Staff	The Understanding Management & Delivery of Criticism	Dr. F. Amstey
11/10/89	Security and Maintenance Staff	Self Esteem & the Workplace	Deborah Apter

<b><u>DATE</u></b>	<b><u>FOR</u></b>	<b><u>SEMINAR</u></b>	<b><u>SPEAKER</u></b>
2/23/90	Professional Staff	Interviewing Skills	Jack Maher
03/23/90	Office & Security	Dealing with Difficult People	Dr. F. Amstey
10/26/90	Professional Staff	The Challenge of Change	Penny Ciaburri
02/15/91	Office Personnel	Effective Listening for Good Communications	J. Kaplan
03/15/91	Professional Staff	Professional Style	J. Kaplan
9/20/91	Professional Staff	Wellness	F. Amstey R. Searle D. Shirley K. Weider

<b><u>DATE</u></b>	<b><u>FOR</u></b>	<b><u>SEMINAR</u></b>	<b><u>SPEAKER</u></b>
2/21/92	Office Staff	Wellness	F. Amstey R. Searle K. Weider J. White
3/27/92	Professional Staff	Multicultural Diversity	Panel of American Women
5/28/92	Physical Plant & Security	Working Together	Ann Donoghue
9/17/92	All Support Staff	Achieving Excellent Public Relations Skills	Ann Donoghue
4/14/93	Professional Staff	Americans with Disabilities (ADA)	Videoconference
12/2/93	All Staff	Humor in the Workplace	Linda Gottwold
3/25/94	All Faculty, Staff and Students	Disability Awareness Day	Faculty/Students and outside Professionals

<b><u>DATE</u></b>	<b><u>FOR</u></b>	<b><u>SEMINAR</u></b>	<b><u>SPEAKER</u></b>
11/30/94	All Staff	Changing to Outwit Change: Staying Motivated in the 90's	Dr. Sutherland
3/16/95	All Faculty & Staff	How to Speak with Confidence	Brown Bag Video Series
3/28/95	All Faculty & Staff	Campus Diversity	Faculty/Staff/ Students
11/14/95	All Staff	Challenge of Change	Joanne Kaplan
3/29/96 & 4/2/96	All Staff	Understand & Overcoming Procrastination	Frederica Amstey
11/7/96 & 11/15/96	All Staff	Effective Anger Management	Len Wildman and Mike McCarthy
4/18/97 & 4/25/97	All Staff	Strategies to Improve Your Memory	Shirely Szekeres

<b><u>DATE</u></b>	<b><u>FOR</u></b>	<b><u>SEMINAR</u></b>	<b><u>SPEAKER</u></b>	<b><u>ATTENDANCE</u></b>
11/11/97 & 11/14/97	All Staff	Making Ethical Decisions in the Workplace	Thomas Donlin-Smith	Not tabulated
3/26/98 3/27/98	All Staff	Becoming a Change Agent/Growth	Wanda Miller	Not tabulated
11/18/98 11/20/98	All Staff	Grammar & Word Usage	Alex Sutherland Sr. Monica Weis	Exempt: 39 Non-Ex: 35
3/24/99 3/25/99	All Staff	Managing the Crucial Element: Yourself	Joanne Kaplan	Exempt: 32 Non-Ex: 30
10/18/99	All Staff	Staff Assembly Day	President, VP's, Dean of Admissions	Not tabulated
3/2/00	All Staff	Harassment: Campus Issues	Ron Mendrick & Thalia Productions	Not tabulated
11/17/00	All Staff	7 Habits of Highly Effective People	Ruth Hollis & Marsha Stevens	Not tabulated

<u>DATE</u>	<u>FOR</u>	<u>SEMINAR</u>	<u>SPEAKER</u>	<u>ATTENDANCE</u>
3/9/01	All Staff	Dealing with Difficult People while Providing Good Customer Service	Dr. Dennis Boike	Administrative: 64 Support Staff: 41
10/10/01	All Staff	Communicating with Professionalism	Carol A. Collins	Not tabulated
3/8/02	All Staff	Staying Productive and Healthy in Challenging Times	Dr. Frederica Amstey Toni Gauthier Ruth Rowse Diane Shirley Betty Curtin	Administrative: 41 Support Staff: 26

November 13, 2002