Learning Letter

September 2020

Start by doing what is necessary;
then do what's possible;
and suddenly you are
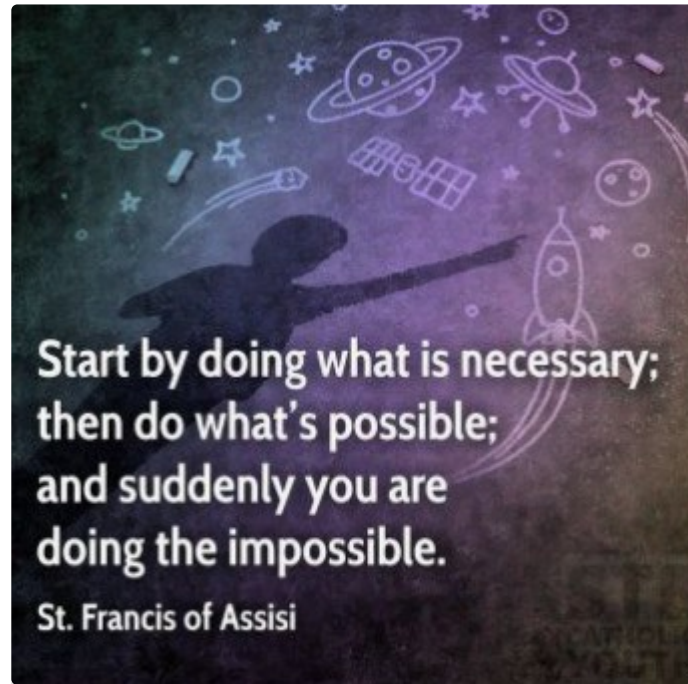doing the impossible.

St. Francis of Assisi

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The Classified Learning Cooperative (CLC) program is a collective and engaging learning opportunity, created, facilitated, and attended by classified staff in areas sought by classified staff for professional development and growth, while accomplishing institutional goals.

CLCs are enrolling: Communication, CLC Squared, SAI, Big 4 of Mental Toughness, and the Growth Mindset Coach

Our Fall CLCs are open for enrollment. Need information on what exactly is a CLC? Go to our PSEA CLC Page: https://www.poway-psea.org/professional-learning/clc

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Classes and scheduled meeting dates & times:
SAI (*5 points*) - 10/13, 10/20, 10/27, 11/3, & 11/10
(*these will be in person meetings only*) 3:30 - 5:30 pm
The Big 4 (*5 points*) **-** 10/5, 10/12, 10/19, 10/26, 11/2, 11/9, 11/16, 11/30, 12/7, 12/14
(*these will be virtual meetings only*) 3:30 - 4:30 pm
CLC Squared (*10 points*) - 10/28, 11/16, 12/14, 1/11, two individual sessions TBD Jan/Feb, 2/22, 3/29 & 4/19
(*these will be virtual meetings only*) 5:30 - 7:30 pm
Communication (*10 points*) - 10/22, 11/19, 12/17, 1/21, 2/18, 3/18, 4/22, 5/20
(*these will be in person meetings only*) 4:00 - 6:00 pm
Growth Mindset Coach (*10 points*) - 10/12, 11/9, 12/14, 1/11, 2/8, 3/8, 4/5 & 5/10
(*these will be in person meetings only*) 4:00 - 6:00 pm

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Full attendance is mandatory to received credit, so please check that you are available for all session dates prior to enrolling. Participation is limited to 20 credits annually per person. Additional CLC classes will continue to be offered throughout the year. Registration is limited to 1 course per person at this time - to allow everyone the opportunity to participate.

Enrollment is through Poway Professional Learning website: https://ppl.powayusd.com

Not sure how to enroll? Click here for a How to Enroll guide by Gale Ching

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Google Drive and GMail

In Google Drive learn to create, manage and locate files and folders, and change display settings. We will also create and manage a shared drive as well as focus on collaborating and sharing. Become comfortable with GMail and personalize settings, manage the inbox and communicating with contacts. Please have your GMail account set up before you come to class.

10/3–10/10		10:00AM–12:00PM
2wks	Sat	ONLINE
9393	$39	HERNANDEZ

Level 1-The Essentials

Microsoft Excel is the industry standard for spreadsheets. Learn to create, edit and format spreadsheets, create charts, use formulas and functions, and manage large spreadsheets.

9/26–10/31		9:00AM–12:00PM
6wks	Sat	ONLINE
9395	$129	CADWELL

Professional Communications

new

In this course students qualify to earn a globally recognized iCEV Southwest Airlines Professional Communications Certification. The certification assesses industry-valued and recognized standards produced by Southwest Airlines. You will see evident growth in your ability to communicate effectively, think critically and work well with others. This certification, demonstrates to employers your ability to communicate well in any work environment requiring excellent interpersonal and customer-service skills.

10/27-1/14		1:00 - 4:00PM
9wks	T, Th	ONLINE
9416	$269	HERNANDEZ

Google Drive and Gmail – Oct 3-10

Excel Level 1 – Sept 26 – Oct 31st

Professional Communications – Oct 27th-Jan 14

Classes are open now for enrollment at Poway Adult School

Click here to see the catalog

Job skill classes may qualify for Education Financial Incentive Program - click here for details

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Education Financial Incentive applications due 9/30/20

Employees may request a reimbursement stipend, for on-going eligible professional staff development opportunities, courses, and/or training conducted by a recognized institution/organization offering instruction that will benefit the employee and the District.

Applications are due to PSEA Office on or before September 30, 2020.
Application and Eligibility Requirements - click here.

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Training & Professional Learning Resources

Google, Canvas, Zoom training and webinars, support for Instructional Assistants, are all housed at PSEA - Professional Learning - Resources tab. Click this heading to access.

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Short Videos Provided by Mr. Alfredo Hernandez

Mr. Alfredo Hernandez is a celebrated Poway Adult Education instructor who has gone to great lengths to support PUSD classified staff learning in the virtual environment. Below, find a collection of short how to videos produced and provided by Mr. Hernandez:

1. Getting Started with Google Docs - https://drive.google.com/file/d/1q5QWp52kS9HwIl2yIBXGBox11rkuCObe/view?usp=sharing
2. Signing in to Google Drive - https://drive.google.com/file/d/1DYPW1hJ_z3BXHO0ZRuHDYphjEx7Qtx75/view?usp=sharing
3. Files in Google Drive - https://drive.google.com/file/d/1U9g95ZVk-ukegXI9e7DDG4pZAINXWOKw/view?usp=sharing
4. Moving Google Files - https://drive.google.com/file/d/1Y8u3Ky-n6BjQd2cN1BB3OmwS5sZl6zNg/view?usp=sharing
5. Sharing Google Permissions - https://drive.google.com/file/d/1Td2G7UH-mUD9ezzNaWHBRt-Pr5YteLq6/view?usp=sharing
6. Tables, Graphics and Images in Google - https://drive.google.com/file/d/1wBsE_s3fMCFo7f8HbfCTIA4HoEJxKwNV/view?usp=sharing
7. Link for additional videos through Google for Education, Applied Digital Skills.

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Poway School Employees Association

Tania Rowe
Professional Learning Coordinator

📍 12245 World Trade Drive, Suite ...   ✉ Taniarowe@powaysea.org

📞 (858) 842-4980   🌐 poway-psea.org/