

From: Benjamin, Helen [<mailto:hbenjamin@4cd.edu>]
Sent: Thursday, November 29, 2012 12:36 PM
To: 00-Managers@CCCCD; 00-Supervisors@CCCCD
Subject: DW Management Meeting

Dear colleagues,

It has been nearly two years (December 2010) since we came together as a group. All I can say is, "Gee, how time does fly!" We have all been a bit busy. However, it is time for us to come together. Let's gather at DVC in the Trophy Room at noon on the 7th and mix, mingle, and share in a light lunch. One of our rituals is to introduce managers hired since our last meeting. Managers who fall in this category have homework. Select a manager from another location to introduce you. It should not be a manager who was also hired in the last two years. Managers selected to introduce a new manager should introduce him or herself first, followed by no more than a one minute introduction of the "new" manager.

Follow this link to let us know you are attending by the December 4th:
<http://www.4cd.edu/webapps/staffdevelopment/flex/>. Select "Diablo Valley College" from the pull down menu and then choose the DW Management Meeting option in order to enroll. Please come. The agenda is below.

12:00 - 12:30	Light lunch, holiday desserts
12:30 - 1:10	Opening Remarks and Introductions
1:10 - 1:30	College and District Office Highlights—Chancellor and College Presidents
1:30 - 1:45	Accreditation (Richard Livingston)
1:45 - 2:00	Budget update (John al-Amin)
2:00 - 2:15	IT / Workforce Development (Mojdeh)
2:15 - 2:30	Facilities (Ray Pyle)
2:30 - 2:45	Negotiations (Gene Huff)
2:45 - 3:30	Group Activity
3:30	Closing remarks
3:30 - 4:00	Tour of DVC commons phase 2 (optional, led by Ray)

I hope to see you there!

Helen

From: Benjamin, Helen
Sent: Tuesday, November 23, 2010 3:25 PM
To: 00-Managers@CCCCD; 00-Supervisors@CCCCD
Subject: Pre-work for our meeting on the 10th

All,

I mentioned in my earlier message to you on our very exciting upcoming professional development activity that you would have some homework. Well, here it is! To prepare for this workshop, Minh Le, our facilitator, has requested you complete these tasks in advance.

1. Go to the following web site, and complete an energy management profile on yourself. Pick the "free" assessment.

http://hpinstitute.com/assessment_profile.html

Print the result of your assessment and bring it to class. Write the four scores (physical, emotional, mental and spiritual) on a small piece of paper (don't include your name on it) and hand it to Minh. He will use this information to create an anonymous collective profile for the whole group. We will use it to discuss patterns that everyone has in common, and this discussion will make the energy management material relevant to each of you.

2. Print two copies of the attached "Personal Resources Checklist". Complete one on yourself based on how you have been in the last 12 months. Hand the other copy to a spouse, partner, close friend/relative or work associate (someone who knows you extremely well and willing to be straight with you), and ask him or her to complete the form for you based on how you have been in the last 12 months. Bring both forms to the workshop and Minh will show you how to score and what to do about the results. This is designed to be a personal and confidential assessment; we will not ask you to share the forms with Minh or anyone else (unless you want to), so you can be candid with yourself.

As promised, here is the link to register for the meeting to be held from 12:30pm-4:30pm, at the Los Medanos College Library Community Room L-109. The closest parking is available in Lot A. Your response is greatly appreciated by Friday, December 3, 2010.

<https://gryphon.4cd.net/webapps/HumanResources/StaffDevelopment/Workshops/DisplayWorkshops.aspx>

Refreshments will be served! See you then.

Helen

From: Benjamin, Helen
Sent: Wednesday, November 17, 2010 4:16 PM
To: 00-Managers@CCCCD; 00-Supervisors@CCCCD
Cc: 'Minh Le'
Subject: Leadership Program for December 10, 2010

Dear colleagues,

The activity planned for our time together on the 10th of December is in the affective domain. We have invited Minh Le, an incredible facilitator, to lead us through activities to help us reach the aims below. Minh conducted a very similar activity for our Chancellor's Cabinet in the spring.

1. A clear set of actionable strategies and tools for motivating ourselves and others in the organization in transforming negative energies into constructive ones.
2. Useful insights and understandings about principles and practices of managing personal energies (physical, emotional, mental and spiritual) to result in greater capacity to function as leaders of the organization in challenging times.
3. Accurate assessments of personal energy management effectiveness, energizing dialog and personal/collective actions that will strengthen individuals and organization in the face of challenges.

Minh will email in advance the course material and request you to do a couple of self assessments. Both assessments will deliver confidential reports, but there will be a way for you to anonymously submit data. A collective profile will be developed to give us useful ideas about how best to support, strengthen and develop the organization.

Andrea will send out a link for registration. More details will follow.

Helen