

TESA Area Workshop

Hosted by

**Lamar Consolidated Educational Support-Staff Association (LCESA) &
San Jacinto College Association of Educational Office Personnel (SJC AEOP)**

Tuning in to Bring out the BEST in YOU!

Saturday, March 5, 2016

Registration Form (Deadline February 26, 2016)

Name: _____	District: _____
Position: _____	Email: _____
Contact Number: _____	TESA MEMBER: YES <input type="checkbox"/> NO <input type="checkbox"/>
Mailing Address: _____	LCESA MEMBER: YES <input type="checkbox"/> NO <input type="checkbox"/>
	SJC AEOP MEMBER: YES <input type="checkbox"/> NO <input type="checkbox"/>

TESA AREA WORKSHOP FEES – Select One:			
WORKSHOP ONLY (Includes Breakfast, Lunch, and 2 Sessions)	\$	40.00	\$
STEM Class ONLY (No Lunch)	\$	35.00	\$
STEM Class WITH LUNCH	\$	45.00	\$
WORKSHOP/STEM Package (Includes Breakfast, Lunch, 1 Breakout and STEM Class)	\$	65.00	\$
REGISTRATION FEE PAID			

MORNING SESSIONS – Each session is 3 hours (8:00 a.m. - 11:00 a.m.)	1 ST Choice	2 ND Choice
“How To” Thrive and Survive During Times of Changes and Transition	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Communication Etiquette	<input type="checkbox"/>	<input type="checkbox"/>
Be an Excel Hero, Not a Zero	<input type="checkbox"/>	<input type="checkbox"/>
STEM – Professional Growth	<input type="checkbox"/>	<input type="checkbox"/>
AFTERNOON SESSIONS – Each session is 3 hours (12:30 p.m. – 3:30 p.m.)	1 ST Choice	2 ND Choice
You Are The Gatekeeper...Ways to Keep Your Cool	<input type="checkbox"/>	<input type="checkbox"/>
Branding – What Does Your Personal Brand Say about You?	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing for Non-Purchasing Staff	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Acrobat Pro X & One Note	<input type="checkbox"/>	<input type="checkbox"/>

Send payment and registration forms to

Make checks, cashier’s checks,
or money orders
Payable to **LCESA**

Donna Cubstead, Registration Chair
San Jacinto College
8060 Spencer Hwy
Box 105
Pasadena, TX 77505

Purchase orders and credit cards are not accepted.

CANCELLATIONS:
Prior to February 29, 2016 – 100% refund
On or After February 29, 2016 – No refund

Email: Donna.Cubstead@sjcd.edu
Phone: (281)478-3630
Fax: (281)478-3632





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Saturday, March 5, 2016
7:15 AM – 3:30 PM

Antoinette Reading Junior High School
8101 FM 762 Rd, Richmond, TX 77469

AGENDA

7:15 am - 7:45 am	Registration/Continental Breakfast
7:45 am - 7:55 am	General Assembly/Introductions
8:00 am - 11:00 am	Sessions
11:00 am -12:30 pm	Lunch/Door Prizes/Raffles/Announcements/TESA Greetings
12:30 pm - 3:30 pm	Sessions

WORKSHOP FEES

 Registration (Includes Breakfast, Lunch and 2 sessions)	\$40
 STEM Class only (No lunch)	\$35
 STEM Class with lunch	\$45
 Workshop/STEM package (Breakfast, Lunch, 1 session and STEM)	\$65

Send payment and registration forms to





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Registration Chair
San Jacinto College
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WORKSHOP HOTEL INFORMATION:

-  Please mention TESA
-  TESA Rate: \$89.00 (single), \$99.00 (Double) per night
-  Deadline for TESA lodging rate is February 12, 2016

SpringHill Suites by Marriott
6815 Reading Road
Rosenberg, TX 77471
832 595-2220
aredd@shsrosenberg.com





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Breakout Session Descriptions

Morning Sessions 8:00am-11:00am

“How To” Thrive and Survive During Times of Change and Transition

Ron Klinger, CEO-Chief Engagement Officer, Motivation Transitions

Change is a constant. That we know. How we manage, lead, adapt, and survive change, well, that's all up to us!

What does change mean to you? What is your change threshold? How do you manage change?

Attend this highly interactive and introspective session to learn how you can thrive and survive during times of change and transition. Change means something different to everyone. You will learn what change means to you, how to rate your change threshold, and how to effectively manage change when it is present in your life and career!

Electronic Communication Etiquette

Dr. Kathleen Bowen, Lamar CISD, Chief Human Resources Officer

Principles of Professional Communication. Social media in the professional world and more.

Be an Excel Hero, Not a Zero

Jane Devine, Lamar CISD, Instructional Technologist at Terry High

Excel can be a complex and confusing program to use, but this course breaks it down into bite-sized pieces and teaches it in plain English. The focus will be on the following areas: Carrying out Calculations, Pivot Tables, and Charts.

STEM: Professional Growth

Debbie Wade, CEOP, CEOE, Retired San Jacinto College

A goal setting session. Participants develop personal plans of actions for specific goals.





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Breakout Session Descriptions

Afternoon Sessions 12:30pm-3:30pm

You are the Gatekeeper...Ways to Keep Your Cool

Gail Ward, Pasadena ISD, Assistant Principal, Founder of Brain Power Today

Ishmael Muhammad, Pasadena ISD, 7th Teacher/Coach, Executive Director of Brain Power Today

Increased stresses can lead to misunderstandings and conflict; these can involve patrons as well as co-workers; practical advice for avoiding potential volatile situations; refreshing customer service skills.

Branding – What Does Your Personal Brand Say About You?

Trudy Harris, Lamar CISD, Assistant Director Employee Service & Risk Management

What's your brand? Who are you? What do you want people to identify with you? What image do people have of "Brand" you? Who are you trying to impress with your message? What do you want people to remember about you? Learn how to improve and adjust your "Brand" to send the message that you want others to remember about you.

Purchasing for Non-Purchasing Staff

Michele Leach, Lamar CISD, Purchasing Manager

Will explain some of the processes that occur daily in a purchasing department and will teach the attendee how to engage their purchasing department and assist with the procurement process. Laws, ethics and basic requirements are covered along with an overview of the "basics."

Adobe Acrobat Pro X & OneNote

Amanda Respondek, Lamar CISD, Journalism Teacher at George Ranch High School

- **Adobe Acrobat Pro X:** Now you have the license on your computer.... learn how to combine files, create a form, how to edit a document etc.
- **OneNote:** OneNote is the ultimate tool allowing you to create digital notebooks. You now have a place to gather ALL of your notes and information with the added benefit of finding what you are looking for quickly, with powerful search capabilities. It also integrates with the other Office products. You can easily share notebooks to collaborate effectively with any group. OneNote can free up space on your desk, your bookshelf, and your filing cabinet as you begin to use this ultimate tool and move those many files and notebooks online.





Driving Directions to:

SpringHill Suites by Marriott,
6815 Reading Road, Rosenberg, TX 77471
(832) 595-2220

From North:

Take US-59 South (toward Victoria). Exit at Reading Road, turn left on Reading Road. Cross over US-59, go past Kroger's and the Hotel is on the left.

From South:

Take US-59 North (toward Houston). Exit at Reading Road (0.2 mi), continue straight (0.8 mi), slight right on Spacek Rd (0.2 mi), turn right onto Reading Road at stop sign. Go (0.2 mi) past Kroger's, and the Hotel will be on the left.

Driving Directions to:

Reading Jr. High, 8101 FM 762, Richmond, TX 77469



From North:

Take US-59 South (toward Victoria), Exit at FM-2759/Texas 99/Grand Parkway (0.3 mi), merge onto Frontage Rd (0.6 mi), turn left onto TX-99/W Grand Parkway (0.2 mi), continue onto Crabb River Rd (2.2 mi), at light continue straight, cross over R/R tracks, onto FM 762 (1.5 mi). Reading JH will be on the left.

Or

Take US-59 South (toward Victoria), Exit at FM-762 (0.4 mi), turn left at light onto FM 762 (2.9 mi), turn right at light onto FM 762 cross over R/R tracks (1.5 mi). Reading JH will be on the left.

From South:

Take US-59 North (toward Houston), Exit at FM-762 slight right follow loop around to light (0.3 mi), turn left onto FM 762/ Thompson Road (2.6 mi), turn right onto FM 762 cross over R/R tracks (1.5 mi). Reading JH will be on the left.

From East/West:

Take Sam Houston Tollway to US-59 South (toward Victoria), Exit at FM-2759/Texas 99/Grand Parkway (0.3 mi), merge onto Frontage Rd (0.6 mi), turn left onto TX-99/W Grand Parkway (0.2 mi), continue onto Crabb River Rd (2.2 mi), at light continue straight, cross over R/R tracks, onto FM 762 (1.5 mi). Reading JH will be on the left.

Driving Directions from SpringHill Suites to Reading Jr. High:

Turn left onto Reading Road, at light turn left at FM 2977, at light turn right onto FM 762/Thompson Road (2.9 mi), turn right onto FM 762 cross over R/R tracks (1.5 mi). Reading JH will be on the left.