

LOOK NO FURTHER!

Need to upgrade or enhance your skills for your role at ICC?

You may be eligible to register for a workshop at
The Professional Development Institute, PDI.

PDI offers a variety of computer and business effectiveness workshops. ICC personnel may attend PDI workshops at a discounted rate when the workshop directly applies to the staff member's job function and he/she has supervisory approval. Discounted rates are generally available for computer training and business effectiveness/leadership training. See PDI's full schedule at their website: www.icc.edu/pdi. Additionally, Organizational Learning can provide or work with PDI to provide coaching for individuals and departmental-specific workshops for groups. See www.icc.edu/innovation for information on programs through Organizational Learning and the Teaching and Learning Center.

More information and how to register:

- Organizational Learning budget funding is available for covering discounted workshop costs. Special funding arrangements between the department and Organizational Learning may be necessary if the workshop cost cannot be discounted.
- If the supervisor desires to use departmental funds and not Organizational Learning to cover the workshop fees, arranging the registration through Organizational Learning is not necessary.
- **To request Organizational Learning funding and register:**
 1. Individual sends an email to his/her supervisor with name, employee ID#, workshop name, date, time;
 2. Supervisor approves and forwards email to Janice Kinsinger, jkinsinger@icc.edu, to request Organizational Learning funding;
 3. Janice forwards email to PDI for registration and authorization;
 4. PDI works directly with the individual regarding workshop confirmation and logistics.

Need more information?

Contact Janice Kinsinger, Associate Dean of Instructional Innovation and Learning Resources
jkinsinger@icc.edu or 694-5758

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