

# TESA Area Workshop

Hosted by the

Lamar Consolidated Educational Support Staff Association (LCESA)

**"RIDE THE TIDE, CATCH SOME WAVES, FEEL THE WIND"**

## **Workshop Session Descriptions**

### **OneNote...It's More Than Just a NOTE**

*Juan Nava, Principal, Reading Junior High, Lamar CISD*

OneNote is the ultimate tool allowing you to create digital notebooks. OneNote can free up space on your desk, bookshelf and filing cabinet as you begin to use this ultimate tool and move those many files and notebooks online.

### **Do Your Docs Need a Little GOOGLE?**

*Jane Devine, Technology Special Projects Coordinator, Lamar CISD*

Learn how to use Google Docs for word processing, spreadsheets, calendaring and other capabilities such as creating projects, sharing, publishing and how to collaborate your work.

### **Consultants in Training\***

*STEM Committee, TESA*

Ever considered becoming a TESA STEM Consultant? This is the perfect training to enhance your knowledge base of the STEM program and begin the training process to become a TESA STEM Consultant. This is Day 1 of the required 2-day training process. **\*Prerequisite: MUST have your CEOP**

### **STEM: Time Management (3 hours)**

*Barbara Jennings, CEOP, San Jacinto College, Retired*

Time Management is a three hour TESA STEM session on timesaving techniques and a guide to better utilize time.

### **Attendance, Absences and ADA Reporting**

*Linda Tayler, Administrator Student Accounting, Lamar CISD*

Provide guidance to attendees regarding how attendance and enrollment impacts funding and accountability, the types of absences and how to monitor them, and how all of this impacts the ADA Report.

### **Weight Loss - It's a Mindset!**

*Monica Hand, Weight Loss Coach*

Do your bad eating habits derail your weight loss goals? Do you struggle with emotional or stress eating? Join us for an interactive session on a new approach to weight loss. Monica will discuss the mental shifts she made to lose 80 pounds and keep off the weight. Make these shifts and take control of your health! It will improve both your personal and professional life.

### **First Observer Plus**

*J.A. Bagley, Transportation Security Inspector, Transportation Security Administration/Department of Homeland Security*

Learn how to be more observant and aware of your surroundings and what to do if you see something suspicious.

### **Don't Let #MeToo Happen to YOU**

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

Workplace sexual harassment...What to know, how to prevent it and what if it happens to you.

### **Going the Extra Mile and Further...**

*Michelle Cornell, Admin. Assistant to the Chief Financial Officer, Lamar CISD*

Rules, Regulations, and Tips for Employee Travel. Whether you travel once a year or routinely, this will help streamline your travel experience.