The following are Professional Development Workshops that I have taught to University Faculty and Staff Members.

Rockhurst University

Mail Merging and Watermark Creation with Microsoft Word 2000
Hands-on workshop where participants learned how to send out surveys and bulk mail using the mail merge feature in Microsoft Word. They also learned how to create documents with a watermark image behind the text. (October 2003)

Editing Electronically Submitted Documents with Microsoft Word 2000
Hands-on workshop where participants learned how to provide feedback, make comments and grade documents electronically, using the Track Changes feature in Microsoft Word. (October 2003)

Rockhurst's Classroom Media Equipment
Demonstration of how to use the media equipment (document camera, LCD projector, VCR, computer, etc) found in the classrooms at Rockhurst University. Participants also learned how to use the media equipment to assist them in the enhancement of their course materials. (October 2003)

Demonstration of Microsoft PowerPoint 2000
Participants learned the basic features of Microsoft PowerPoint and learned how they could use this software program to enhance their course curriculum. (October 2003)

Communication Outside of the Classroom
Participants learned the advantages and disadvantages of using WebCT, a course content management system) vs. a stand-alone course web page. (November 2003)

Web-Based Course Materials Provide by Textbook Publishers vs. Stand-Alone Course Web Pages
Participants learned what publishers of course textbooks were making available to them electronically for use in WebCT. They also learned how other faculty members were designing their own stand-alone course web pages. (February and April 2004)

Demonstration of New Features in WebCT version 4.1
Demonstration of what the new user interface looked like, in the new version of WebCT 4.1. Participants also learned how the new features in WebCT 4.1 could assist them in enhancing their course. (February, March, April 2004)

Missouri Western State College

Getting Started with WebCT
General overview of the capabilities of WebCT, integrated courses content management system. Learn how WebCT can be used to present instructional materials; which then can be used to enhance the delivery of an online course, as well as a supplement to a traditional classroom based course. (May 2000, April 2002)

Advance Tools in WebCT
An extension to the Introduction to WebCT course. Hands-on work on adding course content, using discussion boards, chat rooms, importing multimedia files, as well as online testing and grading features in WebCT. (May 2000)

Overview of WebCT
Combined the Getting Started with WebCT and Advance Tools in WebCT workshops. This workshop was usually taught in a demonstration type format. Participants were shown all of the major capabilities and tools in WebCT and how these tools could be used to enhance their course. (September, October, and November 2000, October 2001, April, September, October 2002)

Accessing Files
An open forum for questions and answers, as well as demonstration and hands-on training, on how to access (retrieve, edit, upload, save) files on the various college's network servers. Also, taught how to upload personal web pages to the college's computer servers and access personal and courses web pages without being on campus. (Held on 8 separate days and times in April 2002)

Introduction to Microsoft FrontPage
Demonstration with some hands-on work, with learning how to use Microsoft FrontPage to create web pages for personal, professional, and instructional use. (April, October, and November 2002, February 2003)

Developing Quality Courses 101 — HELIX Conference Workshop Session
Presented a paper titled "Missouri Western's Timeline for Developing Distance Education Courses" for the Developing Quality Courses 101 Workshop session at the HELIX (Missouri Higher Education Learning and Exchange) Conference. Presented and discussed standards, and procedures for developing quality courses at Missouri Western State College. (April 2002)

Emporia State University

Learning How to Use Microsoft FrontPage
A 6-week workshop which met 2 hours one day a week, up to 6 weeks. Hands-on workshop, where participants learned how to use Microsoft FrontPage for creating departmental web pages. (Fall 1998 and Spring 1999)