De Anza Classified Senate / Staff Development Committee
**Safety Training Possibilities, 3Dec13**
Mary Kay Englen • Lt. Mark Frise • Virginia Marquez

**Safety/Communication Topics to Move Forward With January**
First Aid/CPR/AED Mary Donahue 1 workshop 20 participants
I Have A Customer Who/Emotional Intelligence / JReza 1 workshop 20 participants

**February**
Body Language Dominic Gamboa 2 workshops ? participants

**March**
QPR (Question, Persuade, Refer) Melanie Harris 1 workshop ? participants

**May**
Fire Extinguishers Demo Fire Dept/or Internal 3-4 Workshops 10 participants

[Front Desk Safety]
Another “I Have a Customer Who

**How do we encourage staff to become familiar with the Orange Flippy data?**
Put it online? In what format/software?
What activities can we use to enhance learning?
Hybrid format? Meet only at beginning and end of the series?
Mark Frise will discuss Orange Flippy with District Police/Joe Mauss to check for currency and accuracy.
MK will talk to Jackie about appropriate training design.

**Front Desk Safety**
Mary Kay will ask Mary Macias at UC Davis for their Front Desk Safety Outline to use as a guideline for the development of our own workshop.
Could use the National Seminars “The Essentials of Front Desk Safety and Security” material in bits and pieces.

Further development to proceed.