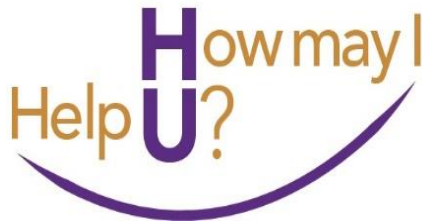


Power of Service Events

Summer 2018

Date	Event	Presenter(s)	Times Offered	Location	Description
6/28/18	ICS 100- Introduction to the Incident Command System https://nmhu.zoom.us/j/762750632	Brian Henington	10:00-11:00 or 2:00-3:00	SUB 321 Zoom	Are you interested in understanding how emergency incidents are managed? Does your role at NMHU require you to support an emergency incident, regardless of the role? If so, consider taking ICS 100, Introduction to the Incident Command System. The 1 hour course introduces the Incident Command System (ICS) and the functions of the management system during emergency incidents. This course describes the history, features and principles, and organizational structure of the Incident Command System.
6/28/18	How to Run an Effective Meeting https://nmhu.zoom.us/j/510690913	President Minner	10:00-11:00 or 2:00-3:00	SUB 322 Zoom	Meetings can be the bane of people's existence in higher education. We have lots of them. In some cases, they can be very time consuming and not really result in improved outcomes. In this presentation, Dr. Minner will discuss how to hold effective meetings and take questions from the audience.
7/26/18	Adobe Acrobat Training https://nmhu.zoom.us/j/762750632	Rick Loffredo	10:00-11:00 or 2:00-3:00	SUB 321 Zoom	This presentation is designed to train staff on the ease of creating fillable PDF forms from a Word document.
7/26/18	Don't Take the Bait - Phishing Emails https://nmhu.zoom.us/j/510690913	Laird Thornton	10:00-11:00 or 2:00-3:00	SUB 322 Zoom	New information on how to spot, avoid, and protect yourself from spam/phishing attacks. Understand how these malicious attacks are used to target and acquire sensitive and/or personal information by pretending to be a trustworthy organization or source

Each topic will be presented twice per day, and will be available via Zoom.



To recommend a topic, please contact Laird: lthornton@nmhu.edu



A Certificate of Completion and Gift Card will be provided to each participant who attends 10 events between September 2017-August 2018.