## OCTOBER 2012

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>5</td>
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<tr>
<td>8</td>
<td>9</td>
<td><strong>10 (2 events)</strong></td>
<td>11</td>
<td>12</td>
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</tbody>
</table>
|        |         | Guide to Applying for Tenure  
11:00 - 12:00 p.m.  
LRC A108 |        |        |
| 15     | 16      | **Also on the 10th** | 18 | 19 |
|        |         | Lunch N’ Learn  
Get Retirement Ready  
12:30 - 1:30 p.m.  
LRC A226 |        |        |
|        |         | Budgeting @ MCC  
12:30 - 1:30 p.m.  
LRC A108 |        |        |
| 22     | 23      | 24        | 25       | 26     |
|        |         |            | Dealing with Difficult People  
2:00 - 3:00 p.m.  
AST D229 |        |        |
| 29     | 30      | 31        |          |        |
| Running a Productive Meeting  
3:00 - 4:00 p.m.  
LRC A226 | Guide to Applying for Promotion  
3:30-4:30 p.m.  
LRC A226 |          |        |        |

**NOTES:**

New! Lunch N’ Learn Series: We know you have so little time to take advantage of new learning opportunities but we do know you have to eat...so why not put the two together. Our Lunch N’Learn series are an informal gathering (bring your lunch) and are a great way to share in-house knowledge. Met Life will be joining us on our first one on October 16th.

*The MCC Leadership Institute advances effective leadership, empowers faculty and staff with a sense of community, and promotes civility and ethics through practice, mentoring and professional development.*

Questions?

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Updated on 10/17/12