

**Workplace Topics - classes are 8:30 a.m. – 5 p.m.**

April 3	It's Okay to Be the Boss	May 22	Accidental Project Manager
April 17	The Powerful Coach	May 23	The Multigenerational Workforce
April 23	SHRM Essentials Part I		
April 25	The Multigenerational Workforce	June 5	The Language of Leadership
April 30	SHRM Essentials Part II	June 12	Writing the Right Stuff
		June 13	Cultural Diversity
May 1	Confident Communicator	June 26	From Feared to Cheered
May 2	Time Management	June 27	The Multigenerational Workforce
May 9	Cultural Diversity		
May 15	The Great Workplace		

- **To Enroll/Register:** visit <http://hccapp.holmescc.edu/workforce/index.cfm> Each student must use this link to create a profile and then select/add the class(es) in which they wish to enroll.
- To arrange class payment and secure your enrollment, please contact Melissa Love at 601-605-3387, or email [mlove@holmescc.edu](mailto:mlove@holmescc.edu). (we are in the process of getting this added as part of the online system)
- Methods of Payment:
  - we can take card payments via phone – 601-605-3387
  - You may mail or deliver payments to: Melissa Love, Holmes Community College, McGowan Workforce Training Center, 412 West Ridgeland Avenue, Ridgeland, MS 39157
  - If you need an invoice, please email me the business name, contact name, address, etc., and the desired course names(s) and number of attendees.
  - **\*\*\*Most businesses are invoiced after the class is held. Please be sure to gain the necessary approvals from your place of employment.**

*Class descriptions are on the following page*

### **The Confident Communicator**

**May 1 - 8:30-5 pm - \$65**

Professionals in all fields are looking for the edge that will sharpen their chances of being more successful. Since competition is tough for better positions, valued promotions, key team memberships, or even coveted assignments, they must find a way to stand out from the crowd. Confident communication and professional presence are on the top of the list of characteristics that increase the probability of a successful career—no matter what field, no matter what level of position, no matter what gender or race. Confident communication requires self-awareness and an understanding of knowing what to say and when to say it. Being able to make the distinctions between response styles and defensive tactics is essential. Confident communication can be learned and this course is the place to do it! You'll start by identifying the characteristics, qualities, and benefits of confident communication as well as assess your self-confidence and professional presence

### **The Accidental Project Manager**

**May 22- - 8:30-5 pm - \$65**

Are you often asked to manage a project yet you are not really a project manager? Are you not sure where to start? This course will assist you with the basics of project management beginning with visualizing the project and ending with evaluating the results. We will cover the four basic steps: visualize, plan, implement, and close while working through an "in-class" project that everyone can relate to and enjoy. Learn how to communicate with project stakeholders and the project team. Become familiar with the language of project management and how to plan for better project success. \*\*\* This course is basic project management and will not result in Project

Management Certification or proficiency in using Microsoft Project software.

### **Writing the Right Stuff**

**June 12- - 8:30-5 pm - \$65**

Have your high school English classes escaped you? Do you rely on your computer to tell you whether your grammar and punctuation are correct? You know, your computer isn't always right—so it is helpful to remember the basics. This class will help you to avoid some common sentence building issues, to use the right verbs in the right way, to choose the right word for the purpose, and to practice proper punctuation. In addition, some basic business writing techniques and e-mail guidelines will be reviewed. You will come away with the tools you need to improve your written communication with others.

### **From Feared to Cheered**

**June 26 - 8:30-5 pm - \$65**

As a manager, you probably consider the worst part of your job is completing performance appraisals and giving feedback to employees. Did you know that employees list receiving more feedback as one of the top things they want from their jobs? Performance appraisals and feedback, if done correctly, are supposed to be for developing employees rather than disciplining them. In From Feared to Cheered, learn how to properly prepare for performance reviews and how to give feedback on a continuous basis to increase the engagement of your employees. Learn how employees can participate in the process so that they become something to look forward to rather than to dread!

### **The Language of Leadership**

**June 5 - 8:30-5 pm - \$65**

Many leaders think of communication as an activity rather than a means to outcomes. Our focus should be on how we want others to think and feel and what we want them to do because

of our communication. This requires connecting with others and creating understanding, support, and acceptance. This session will provide you with practical tips to enhance your communication—and your leadership.

### **Cultural Diversity**

May 9, 8:30 a.m. – 5 p.m. - \$30

June 13, 8:30 a.m. – 5 p.m. -- \$30

Our workplaces increasingly consist of diverse cultural, racial and ethnic groups. There is much we can learn from those who are different than us. However, we must first recognize our own hidden biases, and open our minds to accept “ways of being” that are not necessarily our own. Welcoming new ways of thinking, new knowledge and different experiences to the table ultimately leads to a workforce that resolves global challenges many companies and organizations face today.

### **The Multigenerational Workforce**

April 25, - 8:30 a.m. – 5 p.m. -- \$30

May 23, - 8:30 a.m. – 5 p.m. -- \$30

June 27, - 8:30 a.m. – 5 p.m. -- \$30

Everyone is talking about the Millennials! Who are they and why are companies bending over backwards to recruit them? Where do the rest of the generations fit into the scheme of things? Come learn how to maximize multiple generations in the workplace. Discover the competitive advantage of the Multigenerational Workforce.

### **The Great Workplace**

May 15 - 8:30-5 pm - \$99

As companies seek to create and sustain a highly engaged and committed workforce, the most effective companies focus on their workplace as a key element of that strategy. This workshop will work with managers in examining the behaviors that create a great workplace. It will examine the best practices of the best companies and give concrete, tangible

examples of how organizations have successfully created a high trust culture. The Great Workplace shows that, more than offering great pay and quirky perks, a great workplace is one where employees trust the people they work for, take pride in what they do, and enjoy the people they work with. The class includes a leadership self-assessment to measure the likelihood that your employees experience a wonderful place to work. Participants in the class will gain practical tools for improving the quality of their work environment.

### **Time Management Workshop**

May 2 - 1 p.m. – 5 p.m. - \$35

Personal time management skills are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis - stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization. The Time Management workshop will cover strategies to help participants learn these crucial strategies. Your participants will be given a skill set that include personal motivation, delegation skills, organization tools, and crisis management. We'll cover all this and more during this workshop.

Workshop Objectives:

- \* Plan and prioritize each day's activities in a more efficient, productive manner
- \* Overcome procrastination quickly and easily
- \* Handle crises effectively and quickly
- \* Organize your workspace and workflow to make better use of time
- \* Delegate more efficiently
- \* Use rituals to make your life run smoother
- \* Plan meetings more appropriately and effectively