

**Tunxis@Bristol**

**Spring 2021**

Professional Development/In-Service programs



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## **Skills for your job – Skills for YOU**

To Register for a class

Call 860-314-4700

All information can be taken over the phone. Tunxis@Bristol,

430North Main Street, Bristol, CT

### **ONLINE - The New Supervisor Survival Kit**

This 'nuts-and-bolts' workshop is crammed with dozens of 'field tested' tips and techniques to put you on the path to supervisory success. You'll learn what it takes to transition to supervisor and how to survive and thrive in today's challenging environment. You will learn how to overcome your initial fears and concerns about your new (or prospective) role, how to make the transition from 'buddy to boss,' and how to take steps to gain instant initial success. You will learn the key 15 successful supervisory strategies that will be critical to your success, as well communication essentials that will up your savvy in dealing with staff, managers, and clients. You will learn how to identify your direct reports by personality type in order to optimize your communication style. You will also learn a dozen 'top tips' for supervising staff members who are working remotely. You'll leave energized and motivated with a Survival Kit of strategies and best practices.

3/25/2021, TH, 9:00 AM to 4:00 PM

Fee: \$90

Instructor: Margaret De Marino

### **ONLINE - Effective Leadership Skills for Women**

This session is designed to help women assess their current leadership skills and improve those that they see as needing the most improvement. It stresses confidence, power and the natural skills that women bring to leadership. The session also helps women become more successful dealing with conflicts, interactions that make them feel powerless and with difficult people. Techniques for ways to manage conflicting priorities are also discussed. Learning Objective: At the end of this session participants will be able to: Gain respect through the effective use of power; become authoritative, self-possessed and in control; become more assertive in your use of decision-making and problem solving; discuss the benefits and skills that women bring to leadership; practice effective techniques for dealing with difficult people and conflicts; become better at managing conflicting priorities; use practice activities to make yourself more powerful.

3/30/2021, T, 9:00 AM to 4:00 PM

Fee: \$90

Instructor: Amy Blackwood

### **ONLINE - Effective Leadership Skills for Women - Part 2**

Part two to the very well attended Leadership for Women session, this session delves deeper into leadership theory, creating action plans for your career, dealing with conflicting priorities, discussions on political activism and how to get ahead in the workplace.

4/13/2020, T, 9:00 AM to 4:00 PM

Fee: \$90

Instructor: Amy Blackwood

### **ONLINE - Introduction to the Four Agreements**

As seen on Oprah and written by Don Miguel Ruiz, The Four Agreements, uses an ancient Toltec wisdom to apply simple agreement in one's life. 1) Be impeccable with your word. 2) Don't take anything personally. 3) Don't make assumptions. 4) Always do your best. These agreements while on the surface seem simple, once practiced and applied change lives and behaviors that affect us personally and by extension professionally. By overcoming limiting beliefs, improving the way you use your language, improving relationship skills, understanding others, decreasing misunderstandings and disagreements, increasing clarity and always doing your best, you improve both your personal and professional lives! Learning Objective: To create a new understanding/perspective about what we can/cannot control in life and learning to reduce mind chaos, stress, fear and worry.

4/16/2021 9:00 AM to 4:00 PM

Fee: \$90

Instructor: Lisa Crofton

### **ONLINE - Leading Teams with Purpose and Results**

Leading Teams with Purpose and Results As workplaces adapt further to post-COVID-19 realities and lessons learned, you'll lead more teams. Whether in-person at the office or virtual held online, your teams need to be organized with purpose and productive with results. This workshop covers leadership roles, types of teams, membership, goals, team stages, virtual teams, meetings, communication, conflict, difficult people, problem solving, decision making, outcomes, and reports. Leave with a plan to lead your team or even bring team members with you to shape the team you've started.

5/4/2021, 9:00 AM to 4:00 PM

Fee: \$90

Instructor: Waldemar Kostrzewa

### **ON LINE - Project Management, the REAL Facts!**

We heard your concerns and we brought back 1-day class to meet your needs and objectives!!!! Whether small or large, projects share a number of essential elements. They are temporary and often unique, but all require focus to create a product, service or other successful results. Project Management Essentials follows the development and management of a project from start to finish. Our workshop details the essentials and covers leadership in project management. Participants are encouraged to bring their project ideas or active projects to the workshop.

5/12/2021, 9:00 AM to 4:00 PM

Fee: \$90

Instructor: Waldemar Kostrzewa

### **How Can I Control Stress in My Life – on ground program**

This experiential workshop will enable participants to learn a variety of techniques that will help them in managing their stress and anxiety both at home and at work. As we know now, stress is the cause of most illness and disease; thereby creating much distress on the body. Come join me to learn visualization, affirmations, minute meditation, body scanning, breathing techniques and an understanding of energy that will give you an edge in realizing your life filled with more positive and enjoyable moments. Learning Objective: Students will learn techniques to help them manage stress both at work and at home.

5/26/2021, 9:00 AM to 4:00 PM

Fee: \$90

Instructor: Barbara Pinti

### **Effective Business Writing - Learn How to Write Again! – on ground program**

If you can't write on line then learn it the way that works, in person!

In this course, participants will learn the key principles that make business writing effective. The principles cover wording, composition, organization, tone, persuasion, and format. Participants will learn a concept; read an example; and put the concept into immediate practice. Learning Objectives: Demonstrate the ability to create business e-mails, letters and other communications that deliver a clear message. Increase writing efficiency by knowing and applying proven business writing principles. Increase the response rate to communications through professional presentation

6/8/2021, 9:00 AM to 4:00 PM

Fee: \$90

Instructor: Frances Trelease

### **Managing Disagreements, Conflicts & Confrontation – on ground program**

This program takes a positive and effective approach to disagreement, conflict, confrontation, difficult people and other sources of negativity in the workplace. Participants will explore the causes of opposition, its emotional and behavioral manifestations and how to prevent or minimize it. This program is also an ideal introductory program for those who need to develop negotiating skills. Learning Objectives: Define conflict and identify those elements present in every conflict. Identify the sources and stages of conflict and disagreement. Describe how your self-expectations directly influence the conflict in your life. Describe the role of relationships in conflict resolution. Employ confrontation as a productive technique in resolving conflicts, while minimizing your risk. List five conflict management styles, identify your own style and know when to use each style. Use collaboration and problem solving to achieve gain/gain outcomes to conflicts. Recognize ways you can build on your conflict management strengths to become more effective in managing conflicts. Accept conflict as inevitable and benefit from it.

6/16/2021, 9:00 AM to 4:00 PM

Fee: \$90

Instructor: Larry Lindquist

