

North Campus Professional Development Certificate

This noncredit program is for those interested in improving their relationship, problem-solving, and time-management skills on the job. The instructor will lead you through discussions on problem solving, communication techniques, stress management, goal setting, motivating yourself and others, and other related topics. Participants will receive a noncredit certificate upon course completion.

Topics include:

- **Dealing with the Difficult People in Your Life and Work** - Everyone is someone's difficult person. Learn to recognize conflicting personality traits and techniques that will help you communicate with your most difficult person(s).
- **Managing Your Emotions in Stressful Situations** - Learn how to maneuver your way through stressful situations without losing your cool. Helpful tips on dealing with stress in your life and work.
- **Creative Problem Thinking** - Think that you are not very good at solving problems and making decisions? This class will give you tips on applying your creative thinking abilities to come up with unique solutions to the problems you need to solve.
- **Effective Communication Techniques** - Effective communication starts with good listening skills. Understanding how communication really works and how to make your communications more effective will help you at work and in all areas of your life.
- **Motivating Yourself and Others** - Learn how to motivate yourself by finding the challenges in your work and life. Keep even the most mundane tasks interesting through self-challenge. Transfer what works for you to motivating others on your team.
- **Developing Effective Teams** - Take a look at team building skills that will help you build a team that works together well and gets things done effectively. Tips and hints on how to build a team of people whose skills complement each other and how to keep them working with and not against each other.
- **How to Manage Your Time So Time Won't Manage You** - Discover ways that planning your day carefully and working in small units will actually make it feel like you have more than your allotted number of hours in a day.
- **Developing Effective Goal-Setting Habits** - If you don't have a destination in mind, you will never know when you arrive at where you're going. Learn to get in the habit of setting specific short-term and long-term goals. Discover how this improves your decision-making skills and even helps you manage your time better.

Course: BSM 132-50

Course Length: 8 Hours

Dates: Tues., Oct. 20-Nov. 24

Time: 9 a.m. to Noon

Cost: \$399

Instructor: Linda S. Williams,
Certified Training
Presenter, *Training
Focus*

**For more information, contact the North Campus at (570) 724-7703.
Please register at least one week prior to the class start date.**