



**SPRING  
2016**

Welcome to the 2016  
spring semester. Below is a  
list of new classes we are  
offering. You can also find  
them in our spring 2016  
course catalog.



# 01

## ***Team Leadership (3 Days)***

Great leaders have a passion for building and leading an elite team. This workshop offers you practical ways to lead a high-performing team. You will learn how to create a healthy team climate and develop team members effectively.



# 02

## ***Discover the Leader in You (1 Day)***

You will explore how to realize your leadership potential in this workshop. You will get an opportunity to examine your leadership motivators, core values and leadership skill strengths and weaknesses, as well as build your CAR stories.



# 03

## ***Negotiating for Success (1 Day)***

We all negotiate on a daily basis. This workshop will provide you with practical approaches and tips to resolve situations where what you want conflicts with what someone else wants. You will enjoy the fun exercises and videos.



# 04

## ***Transitioning into a Supervisory Role (2 Days)***

As a supervisor for the first time, you might be both excited and concerned. This workshop provides strategies for you to deal with various challenges as a new supervisor and helps you to transition into your new role successfully.



# 05

## ***Influencing Employee Engagement (2 Days)***

Are your employees motivated? Being motivated is a key part of being successful. In this inspiring workshop, you will learn nine important keys to boosting employee motivation.



# 06

## ***Program Development and Evaluation (2 Days)***

This workshop provides an introduction to the methods used in developing and evaluating programs. Case studies and evaluation models will be examined to see the application of the steps and methods that are presented. The course will involve group work, experiential activities and will culminate in group presentations on the second day of class.



# 07

## ***Navigating Life and Work (1 Day)***

This workshop will guide you on how to utilize strategies and build critical skills to navigate the demands of life and work. It will give you opportunities to discover what you need to be healthy, happy and energized each and every day.



# 08

## ***Fun, Fuel and Fitness (1 Day)***

This class was designed to bring physical well-being into your everyday life. You will find tips on motivational movement and prioritizing self-care, learn the basics of nutrition and taste foods that are both good and good for you.



# 09

## ***Investigating Workplace Harassment (1 Day)***

This workshop offers an opportunity for EEO investigators to review and practice laws and rules against workplace harassment, apply stakeholder interview techniques to find facts and write an investigative report.



# 10

## ***EEO Training for Managers (Half Day)***

This workshop covers important U.S. Equal Employment Opportunity laws and issues regarding discrimination based on sex, pregnancy, race, religion, age, disability, national origin and genetic information.

