

FALL 2011 PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

Starting October 5, our department is launching a fall series of eight professional development workshops designed to help students *and staff* deepen their knowledge and skills in areas that promote professional growth and increase our ability to support the success of our student body. These workshops are open to student leaders, work-study and any student wishing to participate. College employees are welcome too!

Understanding Styles: The Art of Communicating With Others

Oct. 5, 2:00 - 4:00 & Oct. 6, 2:30 - 4:30, CC1354B

Communication is a key component to successful teamwork, family and community relationships. Each of us interacts and understands the world in different ways. Understanding these different styles can help individuals and teams effectively ease potential conflict and leverage difference as a strength that can dramatically increase team satisfaction and productivity.

Getting It Together: Academic Advising & Educational Planning

Oct. 12, 2:00 - 4:00 & Oct. 13, 2:30 - 4:30, CC1354B

It's the beginning of the year - you have a lot of ideas, plans and questions about what you want to do in school but not a lot of time to implement them. You know that you shouldn't put off this planning but it is one of those things that keep moving down the list of immediate priorities. We understand, we see this every year and we know how to help! This workshop will give you an overview of academic advising services, a chance to ask questions.

For the Students, by the Students: Leadership: Values, Traits and Skills

Oct. 19, 2:00 - 4:00 pm & Oct. 20 2:30-4:30,

Have you ever helped a family member solve a problem? Have you ever given a friend a pep-talk to get them through hard times? Before making a big decision have you ever consulted with trusted friends and taken their advice before acting? Do you consider these leadership skills? Most employers look for leadership qualities when interviewing people and most people don't see themselves as leaders but in reality have practiced leadership values for years. In this workshop participants will learn about their own leadership skills, strengths and opportunities.

All in the Timing: Time Management / Project Management / Goal Setting

Nov. 2, 2:00 - 4:00 & Nov. 3, 2:30 - 4:30, Green Room (adjacent to espresso lounge)

Balancing class, work, family and other commitments is at times challenging. Do you go through your week feeling like you needed another 20 hours to get things done? This workshop will help you identify how you are currently using your time and provide you with tools to make the time you have more efficient. You will also learn effective project management techniques and goal setting skills.

Say It Like It Is: Intercultural Communication

Nov. 9, 2:00 - 4:00 & Nov. 10, 2:30 - 4:30, CC1354B

This workshop will explore the effect your race, religion, history or gender has on the way you are treated by others and how your world view and life experiences can affect your communication and leadership. Through these discussions participants will build towards strategies and skills that will help them communicate and listen better to others.

What Would You Do If: Student Conduct / Sexual Harassment / FERPA

Nov. 16, 2:00 - 4:00 & Nov. 17, 2:30 - 4:30, CC1354B

Learn about NSCC policies on Student Conduct, Sexual Harassment and FERPA in an interactive and applicable way. Participants will examine case studies that could happen on NSCC and learn how to address them according to campus policy.

Making It Work: Mechanics of the Meeting & Delegation of Effective Committees
Nov. 30, 2:00 - 4:00 & Dec. 1, 2:30 - 4:30, CC1354B

Learn how to run an effective meeting by understanding the different types of meetings and how to plan and prepare accordingly for each one. Learn practical skills in meeting preparation, management and record keeping that will make your meetings productive and efficient.

The Art of Listening: Deep Listening & Group Facilitation

Dec. 7, 2:00 - 4:00 & Dec. 8, 2:30 - 4:30, CC1354B

Listening is the heart of communication and is a key element in creating a safe place where meaningful conversation can occur. In this workshop you will learn the how listen beyond words and to create an environment of trust that invites open dialogue.