

Class Schedule May through September 2017

FREE WORKSHOPS!

Offered by Henderson Community College
WORKSHOPS—TUESDAYS—2:00-4:00PM

Call 270-831-9848



Topics:

Class Dates:

Topic: THE FOUNDATION OF SUCCESS:

Learn about the foundations of communication to enhance your skills in communicating with managers and co-workers. Some topics covered in this course include workplace norms and expected behaviors and attitudes. This workshop helps individuals at all levels of an organization work more effectively with others.

May 23, 2017 KYN

July 18, 2017 AKZ

Sept. 5, 2017 HCC

Topic: GETTING NEEDED INFORMATION:

Learn about the process for identifying knowledge gaps, asking focused questions, and encouraging others to share information. Also, learn how to help others verify their own understanding of what they hear.

May 30, 2017 KYN

July 25, 2017 HCC

Sept. 12, 2017 AKZ

Topic: SPEAKING CLEARLY:

Learn about the steps in the communication model so that you may more easily deliver a clear message. Discuss the types of listening and how listening plays a vital role in the transmission of a message.

June 6, 2017 KYN

August 1, 2017 HCC

Sept. 19, 2017 AKZ

Topic: RESPOND POSITIVELY TO CHANGE:

Discover how to make the most of change, rather than resisting or just enduring change in an organization.

June 13, 2017 KYN

August 8, 2017 HCC

Sept. 26, 2017 AKZ

Topic: HANDLING EMOTIONAL SITUATIONS:

Analyze tense situations and when they trigger extreme emotions; develop appropriate coping methods so that you may better succeed at work.

June 20, 2017 KYN

August 15, 2017 AKZ

Topic: TEAM WORK

Learn how teams function in the workplace as well as how working as a team is beneficial in most situations.

June 27, 2017 AKZ

August 22, 2017 KYN

Topic: MANAGING LIFE OUTSIDE WORK:

Learn how to focus on practical strategies for managing personal emergencies, which may prevent individuals from going to work, and for battling the many possible temptations to miss work.

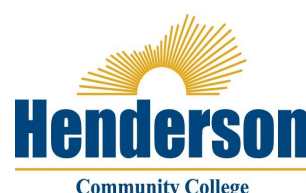
July 11, 2017 HCC

August 29, 2017 AKZ

AKZ—Audubon Kidzone, 1325 Powell, Henderson, KY

HCC—Henderson Community College, 2660 S. Green Street

KYN—Kyndle Offices, 136 Second Street, Suite 500, Henderson, KY



WORKFORCE SOLUTIONS
 CUSTOMIZED EMPLOYEE TRAINING