Managing Employee Conversations
Thursday, 11/9/17: 9 a.m. – 11 a.m.
Audience: Specific to supervisors
Calling all Supervisors! By the nature of your position, one of your most important job responsibilities is creating and maintaining strong, positive relationships with each of your employees. This is a challenge because each one of them is unique, and they respond differently to coaching and feedback. Presented by Laurie Bouchard (from LBouchard & Associates, LLC), this 2-hour supervisory development program will focus on:
• Advanced communication skills when faced with difficult situations, such as an emotional employee (upset, angry, frustrated, negative, defensive, etc.)
• How to respond positively with employees who “pop in” and need help when you are consumed with other work
• Techniques to build and illustrate being completely “present” for the conversation
• How to defer the questions for another time that maintains a strong relationship
Light food and refreshments will be provided. Click here to register.

Project Management Basics
Tuesday, 11/14/17: 1 p.m. – 2:30 p.m.
Audience: Open to all staff and supervisors
Did you know that 90 percent of a project manager’s time is spent communicating? These skills are essential for individuals leading projects to effectively convey vision, ideas, goals, timelines, and issues. Combined with skills in organization, prioritization, and leadership, employees who strengthen these ‘project management’ skills can have a greater impact on ensuring project completion and success. Presented by Kelly Doran, Director of Capital Projects and Construction (Facilities) learn essential skills, strategies, and tools for project management and practice skills in successfully organizing all the facets of a project and prioritizing the scope to ensure project progress. Light food and refreshments will be provided. Click here to register.

Presentation Skills Workshop
Tuesday, 11/28/17: 8:30 a.m. – 10 a.m.
Audience: Open to all staff and supervisors
One Forbes article cited that 70% of employed Americans who give presentations agree that presentation skills are critical to their success at work. Presentation skills are an important career-building craft, creating a stronger ability to influence and persuade, inform important matters, and engage people and conversations! Other benefits include: enhancing your own growth opportunities; building confidence; becoming adaptable to increase the effectiveness and credibility with others; and lastly, increase visibility at meetings and other interactions. Presented by Melissa Breger, Assistant Director for Talent Development, develop your facilitative and presentation skills, as part of your career development. Light food and refreshments will be provided. Click here to register.

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Audience: Open to all faculty, staff, and supervisors
Access thousands of online videos and courses (any time of day) to deepen your knowledge and skills. At your own convenience, learn about topics such as:
• Learning To Be Promotable
• Developing Self-Awareness
• Managing Up, Down and Across the Organization
Visit our current schedule’s link below to watch this month’s listings.

For information on these workshops and more, or to register, please go to: colby.edu/humanresources/training-and-development/current-schedule/
For questions or assistance, please contact Melissa Breger (Melissa.Breger@colby.edu, 207-859-5509)