Professional Writing Skills 102
Tuesday, 1/9/18: 11:30a.m. – 1:30p.m.
Audience: Open to all staff and supervisors
E-mail is a critical part of our day-to-day business communications. With the enormity of emails that we send and receive, it is essential for us to be clear, concise, and conscientious. This type of professional writing skill requires a different set of practices and skills in order to create efficient and effective communication.

Presented by Stacey Sheriff, Director of the Colby Writing Program and Assistant Professor of Writing, this interactive session will explore ways to write, edit, and proofread e-mails that project credibility and professionalism. Learn helpful tips to create better ‘readability,’ and other matters around e-mail etiquette and legal issues. We will be providing and using laptop computers to work with a few examples. Catered lunch will be provided. Click here to register.

Create Effective Meetings
Tuesday, 1/16/18: 1p.m. – 3p.m.
Audience: Open to all faculty, staff, and supervisors
Have your meetings become events where the minutes are kept and the hours are lost? Increase your ability to foster good face-to-face and online meetings.

Presented by Adam Nielsen (ITS) & Melissa Breger (Human Resources), this 2-hour workshop will examine the key methods used for having more effective meetings. Using segments from the witty, British film “Meetings Bloody Meetings” (starring John Cleese), we will discuss and identify best ways to prepare for, structure, and control effective meetings. Light food and refreshments will be provided. Click here to register.

Effective Feedback Practices
Thursday, 1/18/18: 1p.m. – 2:30p.m.
Audience: Specific to supervisors and exempt staff
“Criticism, like rain, should be gentle enough to nourish a man’s growth without destroying his roots.” - Frank A. Clark

Presented by Human Resources, learn concepts and tools to help supervisors provide effective feedback to help their team members exceed performance expectations. This session will review the importance of giving and receiving feedback, how to give positive and constructive feedback, example models for giving feedback, challenges, and a summary of best practices. Click here to register.

Sustainability at Colby
Thursday, 1/25/18: 11a.m. – 12p.m.
Audience: Open to all faculty, staff, and supervisors
Wonder where the trash bins have gone in our conference rooms? Have you noticed an increase in compostable and recyclable bins? These are a few questions that illustrate changes in Colby’s Sustainability program. Additionally, Colby has joined with Bon Appetit to make our Campus catering more sustainable and environmentally conscious.

Presented by Sandy Beauregard (Sustainability Director) and Marietta Lamarre (Bon Appetit), learn about these newest efforts and more, as well as ways you can help Colby’s effort in being more environmentally friendly. Food and refreshments will be provided. Click here to register.

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)