QUINEBAUG VALLEY COMMUNITY COLLEGE

Quality Training for Business Professionals

SUMMER SCHOOL for SOFT SKILLS

Regardless of job titles, all employees are expected to be productive and conduct themselves professionally. Yet even the most technically talented employee will struggle to meet this expectation if he or she lacks the vital "soft" skills required in the modern workplace.

The new Summer School for Soft Skills program will help employees build professional workplace skills while developing their self-confidence, proficiency, collaborative abilities, and expertise.

This series consists of six half-day workshops. Participants may sign up for individual topics or enroll in the entire series. Those who successfully complete all six sessions will be awarded a Certificate in Professional Workplace Skills.

TOPICS:

Session 1	Demonstrating Effective Interpersonal Skills	July 10, 2018
Session 2	Communicating by Email and Telephone	July 17, 2018
Session 3	Managing Your Time and Getting Organized	July 24, 2018
Session 4	Dealing with Workplace Conflict	July 31, 2018
Session 5	Working as Part of a Team	Aug. 7, 2018
Session 6	Interacting with Different Generations	Aug. 14, 2018

Dates: Tuesdays
July 10 - Aug. 14, 2018

Time: 9 am - 12 pm

Cost: $175 per session or
$900 for 6 sessions

Instructor: Rockie Blunt, Ed.D.

Rockie has delivered many training programs at QVCC, including the popular Leadership at All Levels series, and has earned a reputation as a lively speaker who delivers informative workshops. A graduate of Yale University, he holds a master's degree from Clark University and a doctorate in human resources education from Boston University.

www.QVCC.edu/workforce/b-i

Registration Information: Call 860.932.4005

- Cancellation of courses due to low enrollment will result in a full refund.
- All courses will be held at the main campus, 742 Upper Maple Street, Danielson.

On-site training in these topics or others is available. Call for a consultation.