



Quality Training for Business Professionals

NEW

FEEL BETTER - WORK BETTER SERIES

In QVCC's newest series of corporate training workshops, trainees will learn to understand and manage their own emotions (Feel Better) while enhancing essential skills for workplace productivity (Work Better).

Series objectives include:

- Practicing self-management, self-awareness, self-regulation, self-motivation, and empathy
- Getting things done – and on time!
- Reducing stress through workplace routines and relaxation techniques
- Planning and prioritizing each day's activities
- Understanding and practicing the difference between listening and hearing
- Creating and achieving SMART goals

Sign-up for individual workshops or for the entire series.
Full workshop descriptions on the opposite side.

Feel Better

Emotional Intelligence - April 8

Managing Workplace Stress & Anxiety - May 6

Assertiveness & Self-Confidence - June 3

Work Better

Organizational Skills - April 15

Time Management - May 13

Setting Goals & Getting Things Done - June 10

Wednesdays, 9:00 a.m. – 4:00 p.m., Room C127, April – June • \$150 per workshop

TO ENROLL

Contact Andrew Morrison 860-932-4360 or amorrison@qvcc.edu



742 Upper Maple Street • Danielson, CT 06239 • 860-932-4360
www.QVCC.edu/training

Feel Better

Emotional Intelligence - April 8

Emotional intelligence, also referred to as EI, describes the ability to understand one's own feelings and the feelings of others, and how these emotions can influence motivation and behavior.

Workshop Objectives:

- Practicing self-management, self-awareness, self-regulation, self-motivation, and empathy
- Understand, use and manage your emotions
- Successfully communicate with others
- Balance optimism and pessimism

Managing Workplace Stress & Anxiety - May 6

This workshop will provide participants the important skills and resources to recognize and manage workplace anxiety, as well as the ability to maximize positive stress and minimize negative stress.

Workshop Objectives:

- Learn to recognize symptoms and warning signs of anxiety
- Determine ways of coping and managing problems
- Identify the best approach to a stressful situation (Alter, Avoid, or Accept)
- Use a stress log to identify stressors and create a plan to reduce or eliminate them

Assertiveness & Self Confidence - June 3

This workshop will give participants an understanding of what assertiveness and self-confidence each mean and how to develop those feelings both at home and at work.

Workshop Objectives:

- Overcome negative thoughts
- Understand why a pleasing appearance and body language are critical
- Explain and practice the difference between listening and hearing.
- Send positive communications phrased as "I-Messages"

Work Better

Organizational Skills - April 15

To be successful means to be organized. Through this workshop, participants will enhance their capacity for improved productivity, better management, and professional growth.

Workshop Objectives:

- Examine current habits and routines that are not organized
- Prioritize your time schedule and daily tasks
- Organize your work space
- Make plans to stay organized in the future

Time Management - May 13

This workshop will help participants develop personal time management skills that are essential for professional success in any workplace, including personal motivation, delegation skills, organization tools, and crisis management.

Workshop Objectives:

- Plan and prioritize each day's activities in a more efficient, productive manner
- Overcome procrastination quickly and easily
- Handle crises effectively and quickly
- Use rituals to make your life run smoother

Goal Setting & Getting Things Done - June 10

Participants will learn strategies to overcome procrastination and increase productivity in their professional and personal lives.

Workshop Objectives:

- Self-motivate
- Create SMART goals
- Increase personal productivity
- Accept and learn from mistakes

