



# Quality Training for Non-Profit & Public Employees

This spring, QVCC's Business & Industry Services department is offering the following workshops at a special reduced rate for employees of nonprofit organizations and municipal, state, or federal agencies.

## Up-Skilling: Enhance your value as an employee CRN 1265

March 25 & April 1, 2020 • 9:00 a.m. – 4:00 p.m. • \$180

Participants will complete the workshop with an overall plan for professional success including both short- and long-term goals. Gain new skills in topics including: networking; building your professional brand; utilizing LinkedIn for networking; managing your professional network; mastering the job you have to advance your career; expanding career horizons; creating career goals; negotiating; and self-advocating with confidence.

## Getting Started as a Supervisor CRN 1268

May 7 & 14, 2020 • 9:00 a.m. – 4:00 p.m. • \$180

Making the change from an individual contributor role to a supervisory position involves learning a new set of skills. We'll address supervisory skills including how to: give feedback to employees; delegate; display leadership; deal with difficult situations; and develop employees

Participants in this workshop will have a chance to discuss specific issues and challenges they face and work with the group to develop solutions.

## Influencing Change CRN 1266

April 23, 2020 • 9:00 a.m. – 4:00 p.m. • \$90

Change is constant. We can't always control changes in the workplace, but we can control how we react to change.

In this workshop, we will address change from two perspectives: from the view of the individuals charged with implementing change and from the view of those who are most impacted by the change. Participants will walk away with new skills to help them earn buy-in when leading change.

## Lateral Leadership CRN 1267

April 30, 2020 • 9:00 a.m. – 4:00 p.m. • \$90

Leadership is not limited to those who hold supervisory positions; leadership can be demonstrated at every level. In this workshop, employees will examine the differences between traditional top-down leadership and lateral or peer-to-peer leadership and describe how each employee can develop and exercise lateral leadership skills.

**All classes take place in C127**

## TO ENROLL

Contact Andrew Morrison 860-932-4360 or [amorrison@qvcc.edu](mailto:amorrison@qvcc.edu)



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