



ENRICH!

NEW SERIES ALERT!

Personal-Professional Enrichment Courses

Are you ready to take control of your life and conquer those overwhelming stressors? Look no further because our upcoming fall enrichment courses are designed just for you! Learn the art of Time Management and discover the secrets to optimizing your productivity while finding time for the things you love. Master Stress Management and unlock the strategies to overcome challenges and achieve balance in your everyday life. And that's not all - with Habitudes I and Habitudes II, you'll explore the mindset and habits necessary for personal growth and success. Don't miss out on this incredible opportunity to invest in yourself and enroll in these life-changing courses. Sign up today and embark on a journey of self-improvement that will leave you feeling empowered and inspired!

WORKSHOP	CRN	DATE
Time Management	81093	Friday, September 22, 2023
Stress Management	81094	Friday, October 6, 2023
Habitudes I	81095	Friday, October 20, 2023
Habitudes II	81096	Friday, November 3, 2023

When: September - November

Where: QV - Danielson

Time: 9 am - 11:00 am

Cost: \$79 per workshop

Register Today!

Phone: (860) 932-4005

Online: qvcc.edu/workforce, scroll down to "How to Register" for online link





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Personal-Professional Enrichment Course Descriptions

WORKSHOP

Time Management - Friday, September 22, 2023 - 9 a.m. - 11:00 a.m., Danielson

Time management is a big concern. Our work life and home life is filled with more and more duties and obligations and less and less time to get it all done. An effective time management strategy can help you stay on task, accomplish your work, reduce stress, and gain more time for yourself. In this 2-hour workshop you will learn practical strategies, tools, and techniques you can put into action immediately! Topics include Multi-tasking, Meet Your Time Bandits, Obstacles to Effective Time Management, Managing Interruptions, Procrastination, Setting Goals, Establishing Priorities, and Planning, Tools You Can Use, The Time Journal, Kaizen, Worksheet, Creating the "To Do" List, Scheduling, Finding Your Timing, Effective Use of Time: Leaders, Meetings, Decision-making, and Delegation. (CRN-81093)

Stress Management - Friday, October 6, 2023 - 9 a.m. - 11:00 a.m., Danielson

Many individuals often fail to recognize signs of stress in their own lives. Stress can silently creep in and lead to a decline in both physical and mental health. In this workshop, we will discuss common stressors and explore techniques to help recognize when the body is under stress, uncover and discover triggers of stress, and identify the characteristics and factors that contribute to resilience. We will discuss techniques for adopting and developing resilient skills and attitudes that can help you cope with the life challenges. (CRN-81094)

Habitudes I - Friday, October 22, 2023 - 9 a.m. - 11:00 a.m., Danielson

Most of the choices we make each day may feel like the products of well-considered decision making, but they're not. They're habits. Habits shape our lives far more than we realize— they are so strong, in fact, that they cause our brains to cling to them at the exclusion of all else, including common sense. And along the way we develop Habitudes - those persistent ways of thinking and acting that shape your personal narrative. Habitudes can be changed if we understand how they work. So how do we change these habits that do not serve us? How do we make the shift towards positive thoughts and actions? By exploring, breaking down, and understanding the Habitude process. In this 2-hour workshop, we'll cover understanding habit formation and its effect on behavior, identifying habits that serve you and those that do not serve you, examine key decisions that direct your actions, explore core beliefs and the choices that may not be serving you, and strategies for releasing those negative thought patterns. (CRN-81095)

Habitudes II - Friday, November 2, 2023 - 9 a.m. - 11:00 a.m., Danielson

Most of the choices we make each day may feel like the products of well-considered decision making, but they're not. They're habits. Habits shape our lives far more than we realize— they are so strong, in fact, that they cause our brains to cling to them at the exclusion of all else, including common sense. And along the way we develop Habitudes - those persistent ways of thinking and acting that shape your personal narrative. Habitudes can be changed if we understand how they work. So how do we change these habits that do not serve us? How do we make the shift towards positive thoughts and actions? By exploring, breaking down, and understanding the Habitude process. In this 2-hour workshop, we'll cover understanding habit formation and its effect on behavior, identifying habits that serve you and those that do not serve you, examine key decisions that direct your actions, explore core beliefs and the choices that may not be serving you, and strategies for releasing those negative thought patterns. (CRN-81096)





For Office Use Only	
Student ID@:	
Entered By/College:	
Term/POT:	

CT STATE COMMUNITY COLLEGE

Course Registration Form - Workforce Development & Continuing Education

Registration deadline is **one business day prior to the start of class**. Completion of any program does not guarantee employment. All students must meet course prerequisite requirements. If prerequisites were NOT taken at CT State, you must provide a transcript (official or unofficial) at the time of registration.

CAMPUS LOCATION: Select one

STUDENT LEGAL NAME: _____
First Middle Name Last Name

STREET: _____
Town State Zip Code

TELEPHONE: _____ TEXT MESSAGE PERMISSION Yes No

E-MAIL ADDRESS: _____

SOCIAL SECURITY #: _____ DATE OF BIRTH: _____
(Required by College) *(Required by the College)* dd/mm/yyyy

Is this your first time attending a Connecticut Community College? Yes No HS Diploma or GED? Yes No

Gender: Male Female Other U.S. Citizen? Yes No Veteran? Yes No

Ethnicity: Hispanic/Latino Non-Hispanic/Non-Latino Decline to State (None)
Race: White Black or African American American Indian or Alaskan Native Asian
 Native Hawaiian or Other Pacific Islander Other Decline to State

How did hear about this program? Website Family/Friend Facebook/social media Other _____

CRN	SUBJ & Course #	Course Title	Dates (To and From)	Days	Time	Cost
Total Payment:						\$ 0.00

Cash Credit Check Third Party _____ (SNAP, WIOA, etc.)

*Payments can be made at the Bursa's office or submitted through your MyCTState account by selecting Account Summary and logging in with your student ID number. A full refund for noncredit programs will only be considered when a student drops a class up to one business day prior to the first scheduled meeting. No refunds or credit towards another program will be considered after the first class has begun.

Acknowledgment Statement:
I understand that when I register for any class at CT State Community College or receive any service from the CT State, I accept full responsibility to pay all tuition, fees, and other associated costs as a result of my course registration and/or receipt of services. I understand and accept that if I fail to pay by the scheduled due date and fail to make acceptable payment arrangements to bring my account current, CT State Community College may refer my delinquent account to a collection agency and the College may no longer accept direct payments. I further understand that if the CT State Community College refers my student account balance to a third party for collection, a collection fee may be assessed and that my delinquent account may be reported to one or more of the national credit bureaus or be subject to tax-offset. By my signature I acknowledge this statement. By my signature I also acknowledge that I have read and agree to all terms and conditions outlined in the Student Enrollment Agreement: <https://www.ct.edu/admission/tuition>.

By signing the below, I affirm that I am the above-named person, and that the information presented above is true and accurate.

Student Signature: _____ Date: _____
mm/dd/yyyy