



NEW SERIES ALERT!

EXCELerator

Course Series

EXCELerate Your Career!

The EXCELerator program is designed to help you excel in your career by providing you with the skills and knowledge you need to succeed. This program is perfect for professionals who are looking to take their careers to the next level and want to invest in their personal and professional growth. Our mini-sessions will provide you with bite sized, expert-led discussions and real-world scenarios where you will gain the skills and confidence you need to excel in your current role and prepare for future opportunities. Our experienced facilitators create an interactive learning environment where participants can learn and apply management techniques.

WORKSHOP	CRN	DATE
Emotional Intelligence	80760	9/29/23
Presentation Skills	80770	10/6/23
Influencing change	80771	10/13/23
Coaching & Mentoring	80772	10/20/23
Team Dynamics & Development	80773	10/27/23
Supply Chain Fundamentals	80774	11/3/23
Project Management Fundamentals	80776	11/9/23
Effective Email Communication	80987	11/17/2023

When: September - November

Where: QV - Danielson

Time: 8 am - 10:30 am

Cost: \$79 per workshop

Register Today!

Phone: (860) 932-4005

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





EXCEerator

Course Descriptions

Emotional Intelligence: In this workshop, participants will explore the key components of emotional intelligence including self-awareness, self-management, social awareness, and relationship management. Through small group discussions and personal reflection exercises, attendees will gain a deeper understanding of their own emotional strengths and areas for growth. The workshop concludes with practical tools and strategies for improving emotional intelligence in both personal and professional contexts.

Presentation Skills: The Presentation Skills workshop is designed to help participants develop confidence and improve their presentation abilities. Through interactive exercises and practical tips, attendees will learn how to structure their presentations, engage the audience, and deliver their message effectively. Participants will also receive personalized feedback and guidance to enhance their delivery style and address any individual challenges or concerns they may have.

Influencing Change: In the Influencing Change workshop, participants will learn how to navigate the complex challenges of creating change in their organization. Through a combination of interactive exercises and case studies, attendees will develop strategies and tactics for influencing stakeholders, building coalitions, and implementing meaningful change initiatives. The workshop will equip participants with the tools and skills necessary to drive change and make a positive impact within their organization.

Coaching & Mentoring: The Coaching and Mentoring workshop is designed to equip individuals with the skills and knowledge to become effective coaches and mentors. Participants will gain an understanding of the key principles and techniques used in coaching and mentoring relationships. Through interactive activities and role-playing scenarios, attendees will practice active listening, effective questioning, and providing constructive feedback to enhance their coaching and mentoring abilities.

Team Dynamics & Development: The Team Dynamics & Development workshop will help develop teamwork and collaboration skills within organizations. Participants will gain insights into the dynamics that impact team performance and learn strategies to foster a positive and productive team environment. Through interactive activities and discussions, attendees will develop skills such as effective communication, conflict resolution, and goal alignment, ultimately leading to improved team cohesion and performance.

Effective Email Communication: The Effective Email Communication workshop is a practical and interactive program that aims to help participants improve their email etiquette and communication skills. Participants will learn best practices for writing clear, concise, and professional emails. Through hands-on exercises and feedback, participants will gain a better understanding of how to tailor messages to different audiences, create effective subject lines, and convey their message with clarity and impact.

Project Management Fundamentals: These workshop will equip participants with the concepts of effective project management. Participants will learn the fundamental concepts and processes of project management. Through interactive discussions, case studies, and practical exercises, participants will develop key competencies such as project planning, scheduling, budgeting, risk management, and stakeholder communication, enabling them to successfully lead and execute projects in their organizations.

Supply Chain Concepts: This workshop is an engaging and informative program that provides participants with a solid understanding of the key principles and practices in supply chain management. Attendees will gain insights into the various components of a supply chain, including procurement, logistics, manufacturing, and distribution. Through real-world examples and interactive activities, participants will learn how to optimize supply chain operations, improve efficiency, and enhance customer satisfaction, ultimately contributing to the overall success of their organizations.



