

Take Control Of Your Opportunities & Advance Your Skill Set with Leadership and Management Training Courses

The following courses will be taught remotely using Zoom. You will need to access the Zoom software via your laptop or tablet. Your device must have speakers, a microphone, and reliable internet access. For information about how to join a Zoom meeting as well as a link to join a test meeting, visit [Zoom Support Test meeting](#). For information about system requirements, visit [Zoom Support System-Requirements-for-PC-Mac-and-Linux](#). You will be provided a Zoom meeting link in an email before your course starts.



How To Succeed At Working From Home

Working from home offers a great amount of flexibility, yet it is still a professional job and it needs to be treated as such. Some activities transfer seamlessly from an office to a work-from-home environment, while others require adjustment, and new home-based considerations come into play that would not normally surface at the workplace. In this three-hour course, you will learn best work-at-home practices, like setting office hours, having a dedicated office space, and avoiding home-bound distractions. You will practice how to apply critical thinking, organizational and communication skills to keep your mindset sharp and focused and block out distractions. Through interactive discussion and roleplay, you will understand the importance of staying connected and the value of appropriate equipment and virtual technology.

CE1 277 R1 Wednesday, July 8, 6:00 pm-9:00 pm
CE1 277 R2 Thursday, July 9, 6:00 pm-9:00 pm
CE1 277 R3 Saturday, July 11, 9:00am-12:00pm

\$45

Cultural Competence And Managing Unconscious Bias

This two-session course covers cultural competence, an ability to interact effectively with people of different cultures. Cultural competence comprises four components: (a) awareness of one's own cultural worldview, (b) attitude towards cultural differences, (c) knowledge of different cultural practices and worldviews, and (d) cross-cultural skills. Developing cultural competence results in an ability to understand, communicate with, and effectively interact with people across cultures. This program will introduce participants to the concepts of cultural competency and help with their understanding of the importance of communicating with people of cultures other than their own, utilizing the receiver's perspectives, and having a greater chance that the messages are understood. The second session of this training introduces the concept of unconscious (implicit) bias-social stereotypes about certain groups of people that individuals form outside their own conscious awareness. Unconscious bias is far more prevalent than conscious prejudice and often incompatible with one's conscious values. The workshop focuses on becoming aware of your implicit biases and discusses strategies to reduce it.

CE1 278 R1 Tuesday, July 21 and July 28, 6:00pm-8:00pm
CE1 278 R2 Wednesday, August 5 and August 12, 9:30am-11:30am

\$60

Emotional Intelligence And Managing Change

This two-session course covers Emotional Intelligence (EQ) in the Workplace and Managing Change during challenging times. EQ is about making emotions work for you, not against you. It can be argued that emotional intelligence is the most critical skill a manager can develop to increase effectiveness. Applying personal and social competence is critically important during times of change. The second half of this course is dedicated to understanding the models of change in the workplace, learning techniques to overcoming resistance to change, and developing your own plan to manage changes in their workplace.

CE1 279 R1 Tuesday, July 7 and July 14, 6:00pm-8:30pm
CE1 279 R2 Wednesday, July 22 and July 29, 9:30am-12:00pm

\$75

Art And Science Of Leadership

Leadership is both an art and a science. This two-part series focuses on key management topics for supervisors including: Leadership, Performance Management, and Teamwork. The focus is on leadership and management competencies, skills and styles and emphasizes the approaches to enhance management effectiveness. People management, team-building and communication skills are reviewed. Several activities and modeling of real-life experiences enhance the learning experience.

CE1 280 R1 Tuesday, June 23 and June 30, 6:00pm-9:00pm
CE1 280 R2 Wednesday, July 8 and July 15, 9:30am-12:30pm

\$90

Debunking Diversity Inclusion In The Workplace

This course will: clearly define diversity and equity inclusion. You will be taught to debunk the taboos surrounding diversity inclusion. During the sessions, you will be part of discussions on Title VII and EEOC Guidelines, how to work cohesively with your clients/customers, colleagues, and leadership based on EEOC guidelines.

CE1 282 R1 Wednesday, July 15 and July 22, 7:00pm-8:30pm
CE1 282 R2 Wednesday, August 5 and August 12, 12:00pm-1:30pm

\$45

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