March 6, 9:00 AM - 5:00 PM - FUNDAMENTALS OF EFFECTIVE PRESENTATIONS (C9114)
Target Audience: Professionals
Learn the basics of making effective presentations that gain attention and enhance your credibility. Learn to deal with anxiety, use visual aids to underscore key points, and handle questions and comments with confidence.

March 8 & 9 - PERFORMANCE MANAGEMENT AND SIX SIGMA: AN INTRODUCTION TO QUALITY AND PRODUCTIVITY IMPROVEMENT (C9287)
Target Audience: Directors, Managers, and Supervisors
SIX SIGMA is a systematic method for improving quality through team problem solving. Performance Management is a method to measure individual and team results and motivate staff. Learn the basics of both systems and how to apply some of their techniques to hold staff accountable for measurable results while at the same time creating a positive work climate.

March 13 & 14, 9:00 AM - 5:00 PM - ESSENTIALS FOR SUCCESSFUL PROJECT MANAGEMENT (C1234)
Target Audience: Managers, Supervisors, and Professionals
This workshop will assist project managers, team leaders, and others in guiding an initiative from inception to successful completion. Learn to identify and define project objectives, efficiently and effectively coordinate project tasks, and apply the right processes and tools for managing a project team.

March 20, 9:00 AM - 5:00 PM - THE SITUATIONAL LEADERSHIP II WORKSHOP (C9129)
Target Audience: Directors, Managers, and Supervisors
Situational Leadership II is a comprehensive and practical method of effectively managing and developing people, time, and resources by diagnosing the needs and responding with the appropriate leadership style. Directors, supervisors, and managers will gain the tools for creating open communication and developing self-reliance in their staff.

March 22, 9:00 AM - 5:00 PM - TRAIN-THE-TRAINER (PDP304)
Target Audience: Training specialists and others responsible for designing and conducting training programs
This newly redesigned, highly interactive course covers the fundamentals of training design, basic facilitation skills, and how to present important information to various campus audiences. Participants will learn to design and facilitate an effective training program using the principles of adult learning theory and will learn how to customize their training programs for specific employee groups and students.

March 27, 9:00 AM - 5:00 PM - MAXIMIZING YOUR ROLE ON YOUR TEAM (C9111)
Target Audience: Professional Staff
Every member in a workgroup or team wants to be useful, valuable and effective. This course will help you to develop your role on the team. Participants will experience the benefits of teamwork as a method for improving performance and productivity, while analyzing their role on a team using a team-style inventory. Participants also will learn to “flex” their team style so that they can add even more value and contribution to their team.

TECHNOLOGY FRIDAYS

March 16, 9:30 AM – 4:30 PM - EXCEL LEVEL 1 (WTT141)
Prerequisite: Working knowledge of Word Level 1
Learn to create, edit and format Excel worksheets. An introduction to formulas, functions and the chart wizard also will be presented.

March 30, 9:30 AM – 4:30 PM - EXCEL LEVEL 2 (WTT241)
Prerequisite: Excel Level 1 course or placement via on-line assessment
Learn to rotate chart text, plot data, work with objects, and sort and protect data. Create headers and footers, sparklines, and work with formulas and functions (such as “IF” functions).

TO REGISTER: Complete the OHRM/PDLM Application, obtain your supervisor’s signature, and deliver the application to your campus Human Resources Office. Applications are available at campus Human Resources Offices and must be received at least 10 days before a course starts. Dates are subject to change.