



Professional Development Workshops

Fall 2011

The workshops listed in this booklet offer employees an opportunity to increase their knowledge and skills for today's workplace. All full-time and part-time staff and faculty at Mount Holyoke College are eligible to participate in these workshops

Invest in yourself—register today!

*Sponsored by
Mount Holyoke College Human Resources
and the
Five College Training and Development Collaborative*

MOUNT HOLYOKE COLLEGE

Five College Training & Development Collaborative

The Five College Training & Development Collaborative continues to be a valuable and important resource for Mount Holyoke College. We collaborate with our Five College peers in the area of professional training and development opportunities and are happy, again this year, to extend this invitation for Mount Holyoke College employees to participate in the series of workshops being sponsored at Amherst College and the University of Massachusetts-Amherst.

*Please review the array of offerings outlined and confer with your supervisor if you are interested in registering for any of them. **Return completed registration forms to Human Resources, Room 1, Skinner Hall or by e-mail to Carmen Jimenez (cjimenez@mtholyoke.edu).***

UNIVERSITY OF MASSACHUSETTS-AMERST

WORKPLACE SKILLS

Supervising Student Workers

Student employees are a vital part of our workplace and fill a special niche in the work force. It is helpful to recognize their unique situation as both student and worker, as we explore the challenges and rewards of supervising students. This series will teach tools for the recruitment, training, motivation and supervision of student employees to meet the needs of your department and to create opportunities for students' success.

Sessions can be taken as individual workshops. To sign up for the series, you must register for each workshop separately.

Assisting Students in Distress

The goal of this workshop is to assist staff and faculty on how to respond effectively when dealing with students in crisis. This training will cover the basic facts, statistics, and warning signs of suicide, along with how best to facilitate referrals to campus resources.

Course Objectives:

- Learn the communication and listening skills necessary to develop positive and supportive helping relationships with individual in crisis.
- Gain understanding of the warning signs associated with suicide ideation.
- Feel better prepared to understand and respond to students in crisis.

Name	Date	Time	Location
Session III:	Thursday, December 1	9:00 a.m. – 11:00 a.m.	UMass-Campus Center 804-08

Presenter: Viviana Ferrer, coordinator of the SAMHSA Suicide Prevention Program at the UMass Center for Counseling and Psychological Health

Speaking In Public with Ease

Speaking to either small or large groups is required in many jobs today. Yet, when asked, many people report that speaking in public is one of their greatest fears. Why do some do it so effortlessly while others avoid it at all costs? This workshop will give you the opportunity to try out or improve your public speaking skills in a highly supportive learning environment.

Course Objectives:

- To prepare effectively to prevent your fears
- To implement techniques for staying calm in the heat of the moment
- To rehearse your delivery to develop your confidence in advance

Date	Time	Location
Thursday, November 17	1:00 p.m. – 4:00 p.m.	UMass-Campus Center 804-08

Presenter: Danette Day, UMASS Doctoral Student in Education

Workplace Writing Skills – 3 Session Series

In our high technology low face-time workplaces most of us are interpreted (or misinterpreted) through the written word. That e-mail that sounded so innocent to you suddenly becomes the basis for a conflict with your co-worker in another building. The flyer your department sent out gets sent back to you with the grammar corrected by another department's faculty member. Or that handout in your workshop makes you question the qualifications of your facilitator. This three part workshop will give participants a quick tune up on their writing skills and help you to more effectively proofread your own work.

Sessions can be taken as individual workshops. To sign up for the series, you must register for each workshop separately.

Session I: Reviewing Writing Basics

Review the basics of writing for effective workplace communication and practice techniques for proofreading and analyzing your own work

Course Objectives:

- Review some of the basics of writing through the use of several writing activities
- Learn techniques for proofreading and analyzing your own work
- Emphasis will be put on writing for the workplace

Date	Time	Location
Wednesday, November 30	9:00 a.m. – 10:30 a.m.	UMass-Campus Center 804-08

Presenter: Danette Day, UMASS Doctoral Student in Education

Session II: Making It Brief

Learn to get your message across with fewer words, collaborate on review and feedback with other participants, and learn practical skills for business writing.

Course Objectives:

- Learn to get their message across clearly with fewer words
- Collaborative review and feedback among participants
- Learn practical skills for business writing

Date	Time	Location
Wednesday, December 7	9:00 a.m. – 10:30 a.m.	UMass-Campus Center 804-08

Presenter: Danette Day, UMASS Doctoral Student in Education

Session III: Notice Your Tone

How to notice the tone of your writing in order to prevent unwanted or unintended responses.

Course Objectives:

- Assess the tone of their writing
- Communicate your message to support a collaborative work environment
- Avoid punctuation and grammar mistakes that can lead to misunderstandings

Date	Time	Location
Wednesday, December 14	9:00 a.m. – 10:30 a.m.	UMass-Campus Center 804-08

Presenter: Danette Day, UMASS Doctoral Student in Education

When YOU are the Diversity - 2 Session Series

The focus of many diversity trainings is to teach the "privileged" how to act around the "diversity". This workshop will explore what it is like if *you* are the "The Token" or "The Only". We'll discuss our unique and shared workplace challenges and our strategies for success.

Sessions may be taken as individual workshops. To sign up for the series, you must register for each workshop separately.

Session I: What It Means To Be Different

Learn the implications of membership in marginalized social groups as explored through the lens of social identity theory. Attention will be given to issues of power and privilege from the perspective of membership in under-represented groups

Date	Time	Location
Wednesday, January 4	9:00 a.m. – 12:00 p.m.	UMass-Campus Center 804-08

Presenter: Gerald Fonville, UMASS Graduate Assistant

Session II: Encountering Privilege

Explore the multilayered impact of “privilege” from the perspective of membership in a marginalized social identity group. Learn successful strategies for confronting privilege.

Date	Time	Location
Wednesday, January 11	9:00 a.m. – 12:00 p.m.	UMass-Campus Center 804-08

Presenter: Gerald Fonville, UMASS Graduate Assistant

PERSONAL WELLNESS AND EFFECTIVENESS

Talking To Your Elder Parent – 2 Part Series

Are you caring for an elderly parent and feeling overwhelmed and frazzled at work and at home? This interactive workshop offers 10 quick, easy tips for communicating with your parents, making your care giving efforts more productive and less stressful.

Name	Date	Time	Location
Talking to Your Elder Parent I	Tuesday, October 18	12:00 p.m. – 1:00 p.m.	UMass-Campus Center 905-09
Talking to Your Elder Parent II	Wednesday, October 19	12:00 p.m. – 1:00 p.m.	UMass-Campus Center 905-09

Presenter: Janet Bunce, President of Care for Elders

AMHERST COLLEGE

The Bunker

Have you heard about the “Bunker?” It is a storage site for Amherst and the five colleges. But do you know the story behind the Bunker? This site played a pivotal role in one of the most important events in recent world history – *remember the Cold War* – and this session will offer you a tour of the facility and an opportunity to remember a momentous series of events in our country’s history.

This session involves driving to the Bunker (near Atkins Farm). Car pooling is encouraged. When you register, you will be given details on the logistics.

Space is limited so register early!

Name	Date	Time	Location
The Bunker	Wednesday, October 26	11:30 a.m. – 1:00 p.m.	The Bunker (off Route 116 past Atkins Farm)

Presenter: Aaron Hayden, Capital Projects Manager and Engineer, Amherst College

Proofreading: Catching Errors Before Someone Reads Them

Proofreading your own writing is not generally regarded as fun, but it can be manageable. And it is important. This workshop will show you some techniques for catching typos and spotting common grammatical and stylistic problems to help you produce more polished, clear, and professional prose. With these techniques, you will become a more effective editor and writer.

Participants should bring a draft or other writing sample for practice.

Name	Date	Time	Location
Proofreading	Friday, November 4	10:30 a.m. – 12:00 p.m.	Campus Center- Room 203

Presenter: Jessica Gorman, Writing Associate, Amherst College Writing Center

Staying Centered Under Stress

Do you often rush? Are you under pressure to make deadlines? In an emotional tight space? Do you feel that you are always busy? This unique workshop integrates centering practices that you can use during any of your daily activities to take the stress out of your day. You will learn what the grounding center is, and how to get and stay connected with it to maintain a cool head and balanced energy. We will practice the centering in several ways: through breathing, mind/body exercises, visualization and awareness. Come learn how to integrate this mindfulness into everyday work. All levels and abilities welcome. Handout included.

Name	Date	Time	Location
Staying Centered Under Stress	Wednesday, November 16	10:30 a.m. – 12:00 p.m.	Porter Lounge

Presenter: Arden Sundari Pierce, Wellness Instructor

Registration Form

How do I enroll?

Registrations will be accepted throughout the semester on a “space-available basis.” Select your workshop, check with your supervisor for permission to attend, and submit your registration using one of the following:

- Mail your registration form to Carmen Jimenez, HR Skinner Hall Room 1
- Fax your registration form to (413) 538-3359
- Email your registration form to cjimenez@mtholyoke.edu.

Is there a fee?

These programs are funded by the Five College Training & Development Collaborative. There is no cost to you as an employee.

What if I register and then can't attend?

We require a 48-hour notice or a \$50 missed-program fee will be charged to your department.

Is there a limit on the number of workshops I can attend?

In order to give all employees an opportunity to enroll and to maintain adequate staffing levels, we suggest limiting your attendance to **three** workshops.

Professional Development Workshop

Fall 2011 Registration Form

(Please print)

Name: _____ **Department:** _____

Campus: _____ **Extension:** _____

Email: _____ **Supervisor:** _____

Name of Workshop(s):
