

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

An essential part of any successful business plan is to make sure that your employees have up-to-date training. Becoming a Workforce Partner will put you in a position to jump ahead of the competition by maximizing your training investment. In this joint effort provided by Norfolk Area Chamber of Commerce and Northeast Community College, training is being offered to give business leaders and staff opportunities for personal and professional growth close to home. In the event that Directed Health Measures or public health risk mandate that this training no longer be held in person, it will be moved to a virtual setting on the same date/time. Please note that social distancing of six feet between participants will be maintained and face coverings will be required. The cost per course is \$120/person.

Training Date	Course Title / Course Description	Time / Location
October 5, 2020	Engage and Motivate Others: It's no surprise. Employees who feel they are valued and recognized for their contributions are more motivated and productive at their jobs. In this program, learn how to promote and grow a more dynamic, engaged and positive workforce. Understand what elements contribute to a positive work environment and set the stage for individuals to meet their goals and experience professional successes. CRN #60187	9 am - 12 pm Northeast Community College Lifelong Learning Center
October 15, 2020	Learn Your Communication Style with DISC: The DISC model provides a language for discovering behavior styles across four primary dimensions. This very popular professional development workshop is designed to create self-awareness in order to increase communication effectiveness. Participants will learn about their own personal style strengths and how to effectively adapt to co-workers with different styles. They will recognize ways they prefer to relate, socialize and work in a group. DISC is a proven model that can support common workplace issues like: communication, conflict resolution, leadership development and team building. Note: Early registration required. Must be registered no later than October 7. There is a 15 minute pre-training requirement to attend this event. Participants will receive a link via email to a DISC assessment 7-10 days prior to training. The 15 minute assessment must be submitted by the deadline indicated. Participants will receive their customized DISC results during the training session. CRN#60196	9 am - 12 pm Northeast Community College Lifelong Learning Center
November 5, 2020	Taking Initiative: Taking the initiative is a crucial step in moving forward in our professional and personal lives. By showing initiative, it reflects us in a positive light to others as well as builds our own self-esteem. If you see opportunity in your life, you need to have the courage and the knowledge to seize it and make it happen. Learn what initiative is and how to embrace it, understand the advantages of initiative, how to handle setbacks and when to show restraint. This class will help you take the first steps towards making something positive happen. CRN #60193	9 am - 12 pm Northeast Community College Lifelong Learning Center
November 19, 2020	Coaching Basics: Many organizations and researchers have identified coaching as a fundamental leadership competency. Those that understand and utilize coaching within their organization and their lives know that it promotes creativity, breakthrough performance and resilience, giving an organization/individual a competitive advantage. Coaching is about relationship building and setting goals. It's essentially a conversation that encourages learning and fosters individual growth and development. Which is exactly what the next generation of workers is looking for; to be challenged and recognized for their efforts, and to be led and not micromanaged. Explore the value of coaching and examine various processes and components that will allow you, your organization, and your employees to be successful. CRN #60254	9 am - 12 pm Northeast Community College Lifelong Learning Center

REGISTER TODAY!

CALL : (402) 844-7000 or (800) 348-9033, ext. 7000

IN PERSON: Registrar's Office in the College Welcome Center
Mon.-Fri. 8-5. Major credit cards accepted.

Tuition and fees for all non-credit classes must be paid at the time of registration. Registration into a class will not be made until tuition and fees have been received by the College. Requests to drop a class must be made through the Registrar's Office 24 hours prior to the day the class begins.



Northeast does not discriminate based upon any status protected by law or college policy. Please go to northeast.edu/nondiscrimination for details.