State In-Service

Training Program

Course Catalog

SPRING 2024

Registration Deadline: March 22, 2024

**Staff Development Courses offered by
The Connecticut State Colleges and Universities
and Board of Regents for Higher Education**

Dear Colleagues,

The Connecticut State Colleges and Universities System continues to provide a wide variety of cost-effective training opportunities to Connecticut State employees. These courses have been developed to help employees enhance their skills to meet and support agency goals. All agencies and employees at all levels are encouraged to participate!

Course Registrations:
All registrations are coordinated and submitted by each agency's Training Approval Officers (TAOs) using the 2024 IST Agency Registration Form. ***See your agency's TAO for details about the approval process within your agency. Agency TAOs may require the attached Registration Request Form or may require employees to submit their own agency created version.***
If you don't know who your agency's TAO is, please inquire in your Human Resources Department, or email Cheryl Connor at cconnor@commnet.edu. Be sure to include the name of your agency.
IMPORTANT –Only registration requests submitted by Agency TAOs to the IST Coordinator via the IST 2024 Agency Spreadsheet will be processed. All required information must be included for each registration request, including course title, number, course START date, employee's name, email address, birthday (month/day), phone # & home address. Please also include Banner ID, if known.

Course Billing/Payments
Please ask your agency's TAO regarding specific agency requirements/guidelines regarding funding for these courses. Some agencies have designated training budgets, some require supervisors or departments to provide funding codes, others require employees to reimburse the agency or request reimbursement from an employee's union.
Agencies will receive billing invoices for all TAO submitted registrations except for those designated as Self-Pay. Self-paying employee registrations will only be processed when all required information and payment is received at the address below.

At the close of the registration period, any courses with low enrollment may be cancelled and a list of those courses will be provided to all TAOs. All other courses are considered confirmed at that time.
Registrations/seat reservations may not be cancelled once submitted; however, agencies may designate a replacement employee to attend if needed.
Late registrations will continue to be accepted and processed for any courses that still have seats available.

REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. **Campus Coordinators/Instructors will email registered individuals with necessary WebEx links and/or any additional course information at least 3 days prior to the course start date. If you have registered and do not receive WebEx info, please contact the appropriate Campus Coordinator directly. (See next page for Contact Information.)

Thank you for your time and interest. We look forward to serving you this term!
Cheryl Connor
State In-Service Training Coordinator
Connecticut State Colleges and Universities
61 Woodland St.
Hartford, CT 06105
Phone: (860) 723-0037
cconnor@commnet.edu

Registration Timeline

Agency Registration Deadline 3/22/2024
Training Approval Officers Receive List of Cancelled Courses ………………...3/25/2024
Late Registration Begins 3/25/2024
To register for any courses with earlier start dates, please email cconnor@commnet.edu

**<u>The database is no longer accessible</u>; TAOs are requested to submit all approved agency registrations via the Agency Registration Spreadsheet provided to them. <u>All required information must be included for each registration request to be processed.</u> Please be sure employee email addresses are correctly listed. Campus Coordinators will use the email address provided to send out WebEx links or additional course information.

For any course specific questions, please contact the appropriate Campus Coordinator, listed below.
Typically, WebEx links and any other course related documents or on-campus location information not included in the catalog listing will be emailed to registered employees at least 3-5 business days prior to the course start date, using the email address provided by the employee's TAO on the registration spreadsheet. Registered employees should contact Campus Coordinators directly for any missing course information.

In-Service Training Program Campus Coordinators and Their Contact Information

CAMPUS	Name	Phone
Asnuntuck (AS)	Gary Carra GCarra@acc.commnet.edu	(860) 253-3128
Gateway (GW)	Pamela Walsh pwalsh@gatewayct.edu	(203) 285-2142
Manchester (MA)	Evelyn Kissi …….ekissi@mcc.commnet.edu	(860) 512-2808
Naugatuck (NV)	Cynthia Tolin ctolin@nvcc.commnet.edu	(203) 596-8743
Northwestern (NW)	Gary Carra GCarra@acc.commnet.edu	(860) 253-3128
Southern CT State Univ. (SU)	Christina West-Webster westwebstec1@southernct.edu Amy Feest FeestA1@southernct.edu	(203) 392-7033 (203) 392-7276

In-Service Training Program SPRING 2024

CERTIFICATION PREPARATION

Business Analyst (ECBA Certification) REMOTE ONLINE

The course will spend most of the time on enterprise analysis, requirement development, 'use case' development, project lifecycle, meeting coordination, critical thinking, teamwork/collaboration, prioritization, and documentation. Students will learn how to identify business problems, collaborate on solutions, develop specifications (with traceability), and implement. Students will work on a mock run of a project by developing business justification and will work on a PowerPoint presentation including Project Mission, Pros and Cons, High level requirements, Requirement estimations, Project plan, Testing phase and implementation to gain an understanding of the System Development Life Cycle (SDLC). The course will be a combination of lecture and computer-based training.

Required text: None Required - Materials distributed in class
Prerequisite: Degree required CEUs: 4.2

Course # , Date(s) Time
GW16191, 03/18/24, 12:00 PM to 2:00 PM | 03/20/24, 12:00 PM to 2:00 PM | 03/25/24, 12:00 PM to 2:00 PM | 03/27/24, 12:00 PM to 2:00 PM | 04/01/24, 12:00 PM to 2:00 PM | 04/03/24, 12:00 PM to 2:00 PM | 04/08/24, 12:00 PM to 2:00 PM | 04/10/24, 12:00 PM to 2:00 PM | 04/15/24, 12:00 PM to 2:00 PM | 04/17/24, 12:00 PM to 2:00 PM | 04/22/24, 12:00 PM to 2:00 PM | 04/24/24, 12:00 PM to 2:00 PM | 04/29/24, 12:00 PM to 2:00 PM | 05/01/24, 12:00 PM to 2:00 PM | 05/06/24, 12:00 PM to 2:00 PM | 05/08/24, 12:00 PM to 2:00 PM | 05/13/24, 12:00 PM to 2:00 PM | 05/15/24, 12:00 PM to 2:00 PM | 05/20/24, 12:00 PM to 2:00 PM | 05/22/24, 12:00 PM to 2:00 PM | 05/29/24, 12:00 PM to 2:00 PM | 06/03/24, 12:00 PM to 2:00 PM
CT State Community College Campus & Room:
GW , Gateway , ONLINE
Instructor: Kevin Mills
Fee: 1267
Notes: This class meets remotely with the instructor twice weekly, M/W. This is an ONLINE class. Student will need to have access to a computer with internet access to complete the program. Participant must get approval from your TAO and complete a GCC Registration form prior to class. Contact: pwalsh@gatewayct.edu

OSHA 10 Certification: SELF-PACED/ONLINE

OSHA training is necessary for a safe and healthy work environment. Workers taking this course have jobs related to health care, electrical, factory, warehouse, manufacturing, storage and more. This OSHA 10 course covers general industry hazards not specific to those working construction-only jobs. Upon completion and passing the final assessment, the student will receive an OSHA-10 national certification. Please Note: This class is a self-paced, online class. Student will need to have access to a computer with internet access to complete the program.

Required text: None Required: Login code will be provided on the first day
Prerequisite: None Required   CEUs: 1

Course # , Date(s) Time
GW16190, 03/25/24, 10:00 AM to 11:00 AM | 03/26/24, 9:00 AM to 4:00 PM | 03/27/24, 9:00 AM to 4:00 PM | 03/28/24, 9:00 AM to 4:00 PM | 04/01/24, 9:00 AM to 4:00 PM | 04/02/24, 9:00 AM to 4:00 PM | 04/03/24, 9:00 AM to 4:00 PM | 04/04/24, 9:00 AM to 4:00 PM | 04/05/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:

GW , Gateway , ONLINE/SEL
Instructor: Pam Walsh
Fee: 267
Notes: This class is a self-paced, online class. Student will need to have access to a computer with internet access to complete the program. Participant must get approval from your TAO and complete a GCC Registration form prior to class. Contact: pwalsh@gatewayct.edu

SCRUM Master Certificate (REMOTE ONLINE) NEW!!!!!!

Embark on a transformative journey with our SCRUM Master Certification Prep course, designed to equip you with the essential skills and knowledge needed to excel in agile project management. Dive deep into the intricacies of the SCRUM framework as you master key competencies such as facilitating daily stand-ups, sprint planning, and retrospectives. Learn effective communication strategies to foster collaboration within cross-functional teams, and hone your ability to identify and eliminate impediments that hinder project progress. By the end of this certification prep, you will emerge with the necessary knowledge to achieve SCRUM Master certification. An exam voucher will be provided with a passing grade of 70% or above.
Required text: None Required
Prerequisite: BA/BS degree or product owner CEUs: 3

Course # , Date(s) Time
GW16248, 04/15/24, 12:00 PM to 2:00 PM | 04/17/24, 12:00 PM to 2:00 PM | 04/22/24, 12:00 PM to 2:00 PM | 04/24/24, 12:00 PM to 2:00 PM | 04/29/24, 12:00 PM to 2:00 PM | 05/01/24, 12:00 PM to 2:00 PM | 05/06/24, 12:00 PM to 2:00 PM | 05/08/24, 12:00 PM to 2:00 PM | 05/13/24, 12:00 PM to 2:00 PM | 05/15/24, 12:00 PM to 2:00 PM | 05/20/24, 12:00 PM to 2:00 PM | 05/22/24, 12:00 PM to 2:00 PM | 05/29/24, 12:00 PM to 2:00 PM | 06/03/24, 12:00 PM to 2:00 PM | 06/05/24, 12:00 PM to 2:00 PM
CT State Community College Campus & Room:
GW , Gateway , ONLINE
Instructor: Belinda McClain
Fee: 1190
Notes: This class meets remotely, for a total of 30-hours on Mondays and Wednesdays, with the instructor. This is an ONLINE class. Student will need to have access to a computer with internet access to complete the program. Participant must get approval from your TAO and complete a CT State Registration form prior to class. Contact: pwalsh@gatewayct.edu

DEVELOPING LEADERSHIP AND SUPERVISORY SKILLS

A Guide to Team Building "Supervisory Skills Online via WebEx"

Creating and strengthening workplace teams especially teams of hybrid workers involve many skills! This Workshop will provide a Guide from A (authenticity) to Z (use of Zoom and other virtual platforms.) We will take an in-depth look at everything from how teams develop to how to avoid "group-think" to how to expand the roles team members adopt to develop a team's efficiency, productivity, and creativity. This workshop will address the real-life practicalities of managing hybrid teams, dealing with uneven work ethics, and handling personality conflicts within the team. We will also look at operational goals of the team in terms of time and project management, and much more. You will learn: the 4 pillars that drive a successful team, the top ten do's and don'ts for team building, keyways to motivate team members by personality style, how to deal with team complacency, and much more. You will also learn fun and functional team building exercises that can be used in in-person, virtual, and hybrid meetings to increase team participation and productivity. Note: Course will be taught on WebEx and requires the use of computer audio and webcam Required text: None   Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16203, 04/08/24, 9:00 AM to 4:00 PM | 04/15/24, 9:00 AM to 4:00 PM | 04/22/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 4/8, 4/15, 4/22 online

A Women's Leadership and Resilience Training Workshop

Open to women with 3-8 years of professional experience, either currently in a leadership or supervisory role or aspiring to such a role. Cost of course includes $30 material fee for each student. The primary objective of this Workshop is to explore the unique challenges, constraints, and opportunities that face women today as they ascend to leadership in organizations. The issues deal with the dynamics of power, authority, and influence, managing multiple roles, and social role expectations. Course materials draws on the latest research insights from psychology, sociology, and business to understand the perceptions, behaviors, stereotypes, and backlash women uniquely face. We aim to provide a roadmap to the labyrinth of women leadership, providing options for effective responses, strategies, and solutions. A secondary objective of this workshop is to learn about and develop resiliency skills to draw on when the inevitable career challenges manifest. Special focus will be paid to the factors that inhibit women career progression, such as work-family conflict, implicit biases, and double standards for women related to being nice vs being competent.
Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
SU16247, 05/02/24, 9:00 AM to 4:00 PM
College, Campus & Room:
SU , Southern CT State Univ , SB Case Ro
Instructor: Alice Wieland
Fee: 190
Notes: This Course will meet in the School of Business, Case Room at Southern CT State University. Main Campus Address is 501 Crescent St., New Haven. Parking is available in Wintergreen Avenue Garage and Lot 9. Shuttle service is available through May 17 & travels directly between the Wintergreen Garage and the Main Lot (P-2).

First Time Supervisor-Management Training - Part I

Making the transition from top performing employee to top performing supervisor is often difficult. Do not get caught making the same mistakes over and over. Nip them in the bud! Your management style defines your success as a supervisor as well as the success of your team and your department. This two-day class is the first of a two-part series and works through the general transition into a supervisory role. At the end of the 2-day session you will: Understand how to build morale and a strong team Manage perception and conflict Gain strategies for time-management and improve your problem-solving skills, smoothly make the transition from co-worker/friend to supervisor, coach employees to excellence, and recognize when to coach and when to discipline.
Required text: None Required
Prerequisite: None Required CEUs: 1.2

Course # , Date(s) Time
GW16192, 03/21/24, 9:00 AM to 4:00 PM | 03/22/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
GW , Gateway , TBD
Instructor: Tameika Miller
Fee: 325
Notes: Class is held On-Campus (3/21 & 3/22): 20 Church Street, New Haven. Parking available in Temple Street parking garage (180 Crown). Please bring in parking ticket for validation. Participant will need approval from your /manager/TAO. Participants should complete an CT State CC Gateway registration when they arrive on campus

First Time Supervisor - Management Training - Part II

Making the transition from top performing employee to top performing supervisor is often difficult. Do not get caught making the same mistakes over and over. Nip them in the bud! Your management style defines your success as a supervisor as well as the success of your team and your department. This two-day class is the second part of a two-part series that focuses on identifying what you would like your own personal leadership style to be and how to achieve this intention. At the end of the 2-day session you will: Understand how to build morale and a strong team Manage perception and conflict Gain strategies for time-management and improve your problem-solving skills Smoothly make the transition from co-worker/friend to supervisor Coach employees to excellence and recognize when to coach and when to discipline.
Required text: None Required Prerequisite: First Time Manager Part I preferred CEUs: 1.2

Course # , Date(s) Time
GW16193, 04/04/24, 9:00 AM to 4:00 PM | 04/05/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
GW , Gateway , TBD
Instructor: Tameika Miller
Fee: 325
Notes: lass is held On-Campus (4/4 & 4/5): 20 Church Street, New Haven. Parking available in Temple Street parking garage (180 Crown). Please bring in parking ticket for validation. Participant will need approval from your /manager/TAO. Participants should complete an CT State CC Gateway registration when they arrive on campus

How to Handle Sticky Supervisory Situations "Online via WebEx"

All supervisors handle "sticky" situations the ones you never learned about in school. The ones that give you that sick feeling in the pit of your stomach. How you handle sticky situations can make or break you as a supervisor. This workshop explores how to foster excellent communication and interpersonal skills so that you can handle even the toughest incidents with grace, diplomacy, and effectiveness. You'll learn how to manage resistance to change, how to handle failure to use authority properly, how to deal with the employee who is under-producing, how to handle the employee with personal problems, how to deal with hidden agendas and much more! You will: Learn how to handle resistance to change from those you supervise. Understand how to constructively give and take criticism. Develop strategies for dealing with under-producing employees, employees with personal problems, employees who sidestep authority, inconsistent communicators, etc. Learn the keys to artful confrontation that will create a more open atmosphere in the workplace. Handle emotional responses in the workplace, including anger, crying, and unresponsive behavior. Plot a course of effective action when workplace friends expect favors. Note: Course will be taught on WebEx and requires the use of computer audio and webcam Turn negative situations into positive outcomes.
Required text: None
Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16217, 06/13/24, 9:00 AM to 4:00 PM | 06/20/24, 9:00 AM to 4:00 PM | 06/27/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 6/13, 6/20, 6/27 online

Leadership Techniques for Women Part I (ONLINE)

This session is designed to help women assess their current leadership skills and improve those that they see as needing the most improvement. It stresses confidence, power, and the natural skills that women bring to leadership. The session also helps women become more successful dealing with conflicts, interactions that make them feel powerless and with difficult people. Techniques for ways to manage conflicting priorities are also discussed. At the end of this session participants will be able to: Gain respect through the effective use of power, Become authoritative, self-possessed and in control, Become more assertive in your use of decision-making and problem solving, Discuss the benefits and skills that women bring to leadership, Practice effective techniques for dealing with difficult people and conflicts, Become better at managing conflicting priorities, Use practice activities to make yourself more powerful
Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
NV16163, 05/03/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NV , Naugatuck Valley Wtby , online
Instructor: Amy Blackwood Gillespie
Fee: 170

Notes: Teaching platform is remote by WebEx or Zoom. Instructor link will be shared with the participants about one week prior to the course date once each participant is fully registered. An additional campus registration form may be needed. Contact Cindy Tolin for assistance ctolin@nv.edu.

Leadership Techniques for Women Part II (ONLINE)

This session extends the skills taught in the first session. This course focuses on giving women the skills they need to expand their leadership roles in the workplace. It reviews the skills needed to increase their personal power, financial stability and future roles in the home and in the workplace. Upon completion of this course, participants will be able to: Review the materials covered in Effective Leadership for Women Part 1, Discuss Lean In and practice Lean In Circles. Discuss the current statistics of women at work, Review women's history and the ERA, Review pay equity statistics for women, Assess your financial well-being and discuss steps to improve your wealth, Review and discuss what you do to take care of yourself & your money, Review techniques to get ahead and gain respect in the workplace, Create an action plan for improving personal empowerment

Required text: none

Prerequisite: Leadership Techniques for Women Part I or equivalent. CEUs: 0.6

Course # , Date(s) Time
NV16164, 05/17/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NV , Naugatuck Valley Wtby , online
Instructor: Amy Blackwood Gillespie
Fee: 170
Notes: Teaching platform is remote by WebEx or Zoom. Instructor link will be shared with the participants about one week prior to the course date once each participant is fully registered. An additional campus registration form may be needed. Contact Cindy Tolin for assistance ctolin@nv.edu.

Leadership Training ONLINE via WebEx

John F. Kennedy once said, "Leadership and learning are indispensable to each other." In this invigorating, uber-interactive certificate program, you will learn how to nurture and enhance your leadership skills, thus increasing the effectiveness of interpersonal workplace relationships and professional productivity. You will gain a better understanding of the strengths and weaknesses of your leadership style, as well as acquire an abundance of "take-aways" that you can immediately put into practice. The program will focus on a variety of instructional formats including assessment tools, small group exercises, and case studies. There will be five points of emphasis: self-growth; workplace ethics; communication with your manager, coworkers, and staff: team building; and change management. This program will empower you to become a leader who can inspire yourself, acquire solid leadership skills, and fire up your staff! You will: 1. Develop five key habits of successful leaders 2. Challenge the existing process 3. Create a collective vision 4. Motivate others toward action 5. Become a role model 6. Encourage energy flow for productivity

Required text: none Prerequisite: none CEUs: 1.8

Course # , Date(s) Time
NW16197, 04/11/24, 9:00 AM to 4:00 PM	04/18/24, 9:00 AM to 4:00 PM	04/25/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NW , ONLINE , ONLINE
Instructor: Margaret DeMarino
Fee: 480
Notes: NOTE: All meeting dates: April 11, 18 and 25.

Management 101 (2-day course) ONLINE

This course is designed to provide you with information regarding the basics of effective management. It focuses on the key components of change management, communication, delegation, motivation, and positive discipline. This is a two-day session. Upon completion of this course, participants will be able to: Identify the two primary responsibilities of managers, Write objectives and develop action plans for meeting objectives, Recognize the four stages individuals go through when dealing with change, Assess your communication barriers, listening skills, writing skills and assertiveness in the workplace, Practice delegating tasks to an employee at work, Identify what motivates employees to come to work, Effectively use positive discipline with employees

Required text: none

Prerequisite: none CEUs: 1.2

Course # , Date(s) Time
NV16160, 03/08/24, 9:00 AM to 4:00 PM	03/22/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NV , Naugatuck Valley Wtby , online
Instructor: Amy Blackwood Gillespie
Fee: 320
Notes: Teaching platform is remote by WebEx or Zoom. Instructor link will be shared with the participants about one week prior to the course date. The instate training coordinator will need to confirm enrollment prior to receiving course link. An additional campus registration form may be needed to process enrollment. Attendance at both sessions is required to receive a completion certificate. Contact Cindy Tolin for assistance ctolin@nv.edu.

Supervising for Success ONLINE via WebEx

You want to get the best out of your staff, but it's not always easy. Sometimes there are stumbling blocks. It may be an employee who's a workhorse but doesn't work well with others. Or an employee who seems more interested in texting than working. Or an employee whom you know isn't working up to his/her potential. Learn best supervisory practices and strategies to help your direct reports achieve their personal best. This course centers on understanding motivation, including the intrinsic rewards employees crave, such as recognition and appreciation. You will: 1. Acquire and strengthen key coaching skills to guide your staff to stretch their comfort zones 2. Help your staff members define and enhance their risk-taking skills 3. Learn how to guide staff in defining objectives and developing new skill sets 4. Employ proven techniques for motivating staff 5. Acquire an arsenal of "perfect phrases" for key situations 6. Inspire employees to become more engaged, productive, and successful

Required text: none

Prerequisite: none CEUs: 1.2

Course # , Date(s) Time
NW16204, 06/21/24, 9:00 AM to 4:00 PM	06/28/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NW , ONLINE , ONLINE
Instructor: Margaret DeMarino
Fee: 320
Notes: NOTE All meeting dates 6/21 and 6/28

Supervision in a Union Environment NEW!!!

Designed for current and aspiring supervisors, this workshop delves into the unique challenges and opportunities presented by working within a unionized setting. This workshop will address the unique challenges and opportunities that arise when supervising employees covered by union agreements. Topics include understanding union dynamics, conflict resolution, the grievance process, collective bargaining agreements, understanding unfair labor practices, legal compliance, and more.
Required text: None
Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
SU16246, 05/22/24, 9:00 AM to 4:00 PM
College, Campus & Room:
SU , Southern CT State Univ , EH Rm.A113
Instructor: Kauther Badr
Fee: 160
Notes: This Course will meet in Engleman Hall Room A 113 at Southern CT State University. Main Campus Address is 501 Crescent St., New Haven. Parking is available in Wintergreen Avenue Garage, Fitch St. Garage (2nd level & up) and Lot 12 on Crescent St.

Supervisor Clinic "Online via WebEx" NEW!!

This course will provide practical solutions to common supervisory problems, as well as on-the-spot strategies to help you every day and long-term issues that you face. Think of it as a think-tank where you will be able to strategize IRL (In Real Life) solutions with other leaders willing to share best practices! We will explore the topics that mean the most to you: everything from dealing with a low work-ethic, addressing insubordination, communicating by personality, delegating more effectively, dealing with performance issues, addressing poor morale, and much more. You will leave with an IRL (In Real Life) Tool Kit, filled with new insights and skills that you can immediately put into practice. And to further the flow of ideas an email "support group" will be available for one month after class for sharing insights, strategies, and successes. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.
Required text: None
Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
AS16218, 06/26/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 200
Notes: class meets 6/26 online

The Upward Mobility & Supervisory Skills Toolkit "Online via WebEx"

Whether you're a supervisor, want to become one, or simply want to move ahead in your career, this workshop will position you as a valued team player in your department. You will develop expertise that will be critical to your career success, whether you are supervising a remote, hybrid, or back-to-the-workplace team. You'll leave

with a toolkit of insights, tips and practices, including key communication practices for getting along with co-workers, bosses, and those you supervise. Attendees will learn: 7 key steps to get respect, 15 best practices of supervisors, 4 key practices for providing feedback to employees, 10 keys to managing a virtual workplace, 3 keys for supervising hybrid workers, the 5-15 reporting structure, 30 top supervisory missteps to avoid, and a 7-step stress management plan. Each participant will leave with their own customized real-life transition plan, with a way to identify and supervise each employee by personality, working style, and work ethic. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.
Required text: None
Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16208, 04/29/24, 9:00 AM to 4:00 PM | 05/06/24, 9:00 AM to 4:00 PM | 05/13/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 4/29, 5/6, 5/13 online

Women in Leadership: For Present and Future Leaders "Online via WebEx"

Whether you're contemplating leadership or already in a leadership role, this highly participative online workshop will provide an IRL (In Real Life) approach to leading in today's virtual, hybrid, and workplace-based environments. It takes an in-depth look at five basic areas: addressing the "double standard" dilemma; understanding your personal leadership style, factoring in gender and personality; communicating more effectively when providing and receiving feedback; strengthening leadership skills by increasing emotional intelligence; and navigating the work-life balance. Women come together to encourage other women at various points on their leadership paths from those contemplating a step onto the leadership path to seasoned rookies! You will learn how to outsmart gender bias and create better self-talk and habits to accomplish more! You will: Learn strategies for dealing with the three most common challenges faced by women leaders. Explore gender dimensions of communication and behavior, including microaggressions and affinity bias, perception, and reality of leadership. Define your own leadership styles and tendencies, focusing on magnifying strengths and strengthening weaknesses. Understand how to integrate emotional intelligence into leadership best practices. Explore how gender impacts feedback and plays a role in coaching and mentoring. Learn how to effectively seek mentors for your own professional development. Identify and address work-life balance conflicts. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.
Required text: None
Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16206, 04/17/24, 9:00 AM to 4:00 PM | 04/24/24, 9:00 AM to 4:00 PM | 05/01/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 4/17, 4/24, 5/1 online

PRESENTATION SKILLS, INTERPERSONAL COMMUNICATION, PERSONAL DEVELOPMENT AND ORGANIZATIONAL SKILLS

Always Know the Right Thing to Say - "Online via WebEx"

Ever think of the right thing to say when it's too late? Or perhaps you say nothing at all because you're worried it will come out wrong. This workshop will put the words on the tip of your tongue, showing you how to strategize and script solutions to the toughest workplace communication problems, whether in person, in a virtual meeting, or in an email. Loosely based on the book "Lifescripts"by Stephen M. Pollen and Mark Levine, this workshop will provide plenty of insight on how to effectively communicate while dealing with difficult workplace situations--from asking for a deadline extension to attending to matters of hygiene with someone you supervise to interacting effectively with an angry client. You will learn key phrases, statements, and questions that will help open the doors to communication, as well as learn strategies to adopt and statements to avoid. This workshop will provide plenty of practice sessions so that knowing what to say and how to say it will become an acquired skill you can rely on. You will learn: ten magical phrases, four sure-fire strategies to gain cooperation, four basic communication/personality/behavioral styles and how to adapt to each, proven techniques for handling conflict, and much more. Note: Course will be taught on WebEx and requires the use of computer audio and webcam. Required text: NonePrerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16205, 04/16/24, 9:00 AM to 4:00 PM | 04/23/24, 9:00 AM to 4:00 PM | 04/30/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 4/16, 4/23, 4/30 online

Communication for Introverts and Ambiverts "Online via WebEx"

An estimated one-third to one-half of the world's population are introverts. Are you one? Introversion is defined as a personality type where the person feels more comfortable focusing on their inner thoughts and ideas, rather than what's happening externally. Or perhaps you're ambivert: sometimes what restores and refreshes you is time alone or in tranquil environments, while other times you find social and high-energy situations energizing and can even relish the spotlight. This course will help participants understand the dynamics of those of us who require quiet time to do our best. We will take a deep dive into understanding how introverts and ambiverts react to new information and monitor changes, as well as how to handle overwhelm and avoid overstimulation. We will also discuss IRL (In Real Life) tips and techniques that will help you navigate the challenges of communication. We will explore key practices: active listening, "un-forcing," default language starters and transitions, preparation, and dealing with communication discomfort. Participants will leave with a toolkit of best practices to handle everyday communication as an introvert or an ambivert with introvert qualities. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.
Required text: None
Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16213, 05/23/24, 9:00 AM to 4:00 PM | 05/30/24, 9:00 AM to 4:00 PM | 06/06/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino

Fee: 480
Notes: class meets 5/23, 5/30, 6/6 online

Communication for Leaders, Managers and Supervisors "Online via WebEx"

Communication is the key to success for anyone who is directing others. Whether you have a team of one or 1,000, knowing how to encourage, persuade, and influence others with your words is a great asset. Successful leadership entails knowing what to say and how to say it, as well as what not to say. Effective leadership communication doesn't always have to be in inspiring speeches; it can start right here, right now, in the day-to-day practices and strategies you bring to the workplace and in the way you communicate on the everyday level, whether at a Teams meeting, across a desk, or via email. In this lively and inspiring online workshop, we will take an in-depth look of how leadership communication has evolved in the Covid-19 era. You will learn to develop a toolkit of communication strategies and practices that you can apply in the office or remotely everything from developing advanced listening skills to using diplomatic and encouraging language to adopting inspiring motivational practices through the art of dialogue. We will explore the strengths and challenges of your individual personality as it influences leadership style, as well as how to best communicate with other personalities and communication styles. Note: Course will be taught on WebEx and requires the use of computer audio & webcam

Required text: None
Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16209, 05/07/24, 9:00 AM to 4:00 PM | 05/14/24, 9:00 AM to 4:00 PM | 05/21/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 5/7, 5/14, 5/21 online

Communication Skills a Must! "Online Via WebEx"

Ever think of the perfect thing to say when it's too late? Or perhaps you're becoming frustrated with the amount of explanation it takes for others just to get the job done. This certificate program will help you build essential and effective communication skills whether you're interacting with clients or co-workers virtually, reporting upward, or working as part of an actual or virtual team. You'll learn to manage emotional responses, develop intuition (internal wisdom), create "default language," and enhance your critical thinking skills under stress to position yourself as a true professional. You will learn: The five keys to creating effective communications. Strategies for identifying and overcoming listening blocks. Ways to "read" a person through observing body language "clusters," including gestures. The Four Basic Communication Personality/Behavioral Styles and how to adapt to each. Eight critical assertive communication practices. Ways to identify and shift ten major "hidden agendas" of others. Methods to adjust to how group dynamics and group roles influence behavior. Proven techniques for handling conflict. Techniques for dealing with work stress. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None
Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16194, 03/18/24, 9:00 AM to 4:00 PM | 03/25/24, 9:00 AM to 4:00 PM | 04/01/24, 9:00 AM to 4:00 PM

CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 3/18, 3/25, 4/1 online

Dealing with Difficult People and Changes "Online via WebEx"

From those who are merely moody to those who are dramatically difficult, this workshop will give you the know-how to handle challenging people and situations. You'll discover how to survive and thrive in a "change environment" with proven communication keys, techniques for defusing anger, ways to manage the top 10 "crazy- making circumstances," techniques for navigating office politics, ways to "manage up," and much more. You'll learn how to anticipate and address predictable cycles of change, manage "difficulty" by personality type, neutralize workplace drama, expose and effectively handle hidden agendas, etc. This workshop will help you gain the skills to positively influence people and outcomes whether you're in charge or not! Note: course will be taught on WebEx and requires the use of computer audio and webcam
Required text: None
Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16195, 03/21/24, 9:00 AM to 4:00 PM | 03/28/24, 9:00 AM to 4:00 PM | 04/04/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 3/21, 3/28, 4/4 online

De-escalation for Front Line Workers

Working with the public on a frequent basis sometimes leads to dealing with hostile, angry, and even threatening people. This workshop will help you understand and effectively de-escalate these client behaviors. These will include non-verbal and verbal strategies, responding to and managing insults, dealing with complaints, and using empathic and validation skills as de-escalation tools. It will also present ways of responding to difficult people you deal with frequently.
Required text: None
Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
SU16245, 04/24/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
SU , Southern CT State Univ , ASC 309
Instructor: Richard Fisher
Fee: 160
Notes: This Course will meet in the Michael Adanti Student Center (ASC) at Southern CT State University. Main Campus Address is 501 Crescent St., New Haven. Parking is available in Wintergreen Avenue Garage and Lot 9. Shuttle service is available through May 17th & travels directly between the Wintergreen Garage and the Main Lot (P-2).

Drama in the Workplace ONLINE via WebEx

Drama is great for reality shows, but workers with a flair for the dramatic can take up mental bandwidth that impacts productivity and employee morale. Whether you're a supervisor or just someone who wants to better understand and influence the reduction of workplace drama, this course will give insight and practical pointers. You'll learn the five major types of "dramatic roles": whiners, "primos," complexers, chargers, and energy vampires. You'll discover how to create healthy boundaries for you and your staff and to coach employees through drama situations. This program will also help you deal with negative emotions and help protect you in a potentially hostile workplace. You'll gain tools to increase your "emotional intelligence," learn your "anger system" and discover concrete tools and strategies for transforming unwanted emotions into productive "fuel." You'll also learn mediation tools for everyday work life, including the three key strategies for strategic management of conflict, the two cardinal rules of conflict resolution (no "walk aways" or "power plays"), and five essential "re-framing practices." This program is designed to help you maintain or recover a positive, energetic attitude that can foster change for the better!
Required text: none
Prerequisite: none CEUs: 1.8

Course # , Date(s) Time
NW16199, 05/02/24, 9:00 AM to 4:00 PM	05/09/24, 9:00 AM to 4:00 PM	05/16/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NW , ONLINE , ONLINE
Instructor: Margaret DeMarino
Fee: 480
Notes: NOTE: All class meeting dates 5/2, 5/9 and 5/16

Emotional Intelligence "Online via WebEx"

There is a wide range of emotions at play in the workplace from "boo-hoo" to "bah humbug" to "happy-as-a-camper." Managing emotions effectively is a critical skill that will produce positive outcomes in your professional life. "Runaway" emotions, on the other hand, can influence our behavior, reputation, and even our career path. One angry moment, for example, might "wipe out" years of professional behavior. By developing a higher level of Emotional Intelligence Quotient, commonly referred to as EQ, you will gain the ability to recognize your own patterns, including behaviors, moods, and impulses, and manage them in a productive way. Understanding EQ will help you stop the pattern of over-reacting and over-compensating when things don't go as planned. Instead, you will learn how to plan your reaction and approach for optimum results whether it's working with co-workers, supporting your boss, helping customers, or working independently. This dynamic workshop will allow you to foster your self-awareness and improve your ability to interact with co-workers, direct reports, and management in a thoughtful, effective way that is truly satisfying. Note: Course will be taught on WebEx and requires the use of computer audio and webcam
Required text: None
Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16196, 03/26/24, 9:00 AM to 4:00 PM	04/02/24, 9:00 AM to 4:00 PM	04/09/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 3/26, 4/2, 4/9 online

Neuroplasticity: Train the Brain "Online via WebEx"

Neuroplasticity is the concept that the brain is plastic and changeable. Your brain is designed to learn, grow, and rewire itself throughout life. The key: using your brain's neuroplasticity to create new habits that will enhance the quality of your professional and personal life. You can activate your brain's "delete button" to change your unwanted behavior, thinking, and emotions. In this highly interactive workshop, you will learn the ten fundamentals of neuroplasticity as you "lay down new wiring" for the brain that will help you throughout your career and into retirement. You will learn about "The Seven Minute Solution" and how to develop micro-habits, discover how to stop "picking fights" with your mind, and practice ways to use tools such as mindfulness and focus to decrease worry and anxiety. Participants will develop a Neuroplasticity Plan with action and "non-action" steps to create a more meaningful and productive life. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.
Required text: None
Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16198, 03/27/24, 9:00 AM to 4:00 PM	04/03/24, 9:00 AM to 4:00 PM	04/10/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 3/27, 4/3, 4/10 online

Organizational Skills - Time Management Tips, Tricks, and Take-Aways "Online via WebEx"

It seems like we are all doing more these days. New technologies, new work environments, new challenges! It may seem like your to-do list can circle the globe and your schedule can make your head spin. Investing your time in this three-session workshop will help you increase your productivity, manage your "time stress," and enjoy your day. Think of this tip-filled program as a virtual work-makeover that will help you do more with less stress! Attendees will learn how to use storyboarding, SWEET objectives, and a SWOT analysis to set goals; how to conceive, prepare, organize, execute, and evaluate projects; how to understand the part personality plays into team management, and how to implement over 100 tips to become better organized, and how to do more in less time. You will develop and strengthen project management skills, address the human factor to motivate team members, and develop methods to work in new environments. You will learn how to meet the challenges of today's demanding workplace by better managing multiple priorities and multiple bosses, increasing your organization skills, and anticipating and preparing for roadblocks. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.
Required text: None
Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16211, 05/17/24, 9:00 AM to 4:00 PM	05/24/24, 9:00 AM to 4:00 PM	05/31/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 5/17, 5/24, 5/31 online

Personal Finance - Reaching your Financial Goals (Online via WebEx)

This personal finance course will run 6 hours in a live virtual format by WebEx. The most significant topics will include some basics for budgeting, savings, sources of income, expenses, assets, liabilities, and retirement plans. The class is a mix of theory, practice, and real-life examples and the course is interactive giving participants the opportunity to ask additional questions and take a deeper dive into some specific topic areas. MS Excel will be used as a tool for the class.

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
NV16162, 04/26/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NV , Naugatuck Valley Wtby , online
Instructor: Juan De La Rosa
Fee: 160
Notes: Teaching platform is remote by WebEx. Instructor link will be shared with the participants about one week prior to the course date once each participant is fully registered. An additional campus registration form may be needed. Contact Cindy Tolin for assistance ctolin@nv.edu.

Presentation Skills "Online via WebEx" NEW!!!

This powerful workshop will show you how to own the online limelight or the conference room "center stage." Geared toward both virtual and in person presentations, this workshop will provide practice opportunities in a nurturing environment. Whether you're a "shaking in your boots" speaker or a seasoned pro, you will benefit from the secrets of an experienced pro who has given thousands of presentations. Focusing on an "inside-out" approach, the key is to help you increase your confidence and your ability to think on your feet. You will learn mindful practices to prepare yourself and control your nervousness; techniques for developing "talking points" and developing PowerPoint presentations. You will also learn how to incorporate anecdotes and humor, as well as utilize valuable delivery tips both on stage and on screen. You'll also learn how to answer questions and even deal with hostile audience members. Whether you have to "say a few words," present at a conference, participate at staff meetings or produce PowerPoints, this course will take you from fearful to fabulous! You will also learn: Ten key ways to bring your virtual presentations to life. The SPACES virtual communication method (Smile, Plan, Audience Needs, Content, Engagement, Social Interaction) Techniques and "icebreakers" to use to "amp" up the presentations. "Early Adopter" tips and techniques for managing virtual platforms while presenting. Ways to "channel" students to gain take-aways and STAR Moments (Something They Will Always Remember)

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16214, 05/29/24, 9:00 AM to 4:00 PM	06/05/24, 9:00 AM to 4:00 PM	06/12/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 5/29, 6/5, 6/12 online

Public Speaking and Multimedia Presentations (on campus)

Seasoned professional trainer will guide the class through this informative and practical session on public speaking and presentations. Participants will learn to effectively deliver a speech for any stakeholder audience, bosses, employees, managers, customer, or vendors. Learn the fundamental tools to speak clearly and persuasively in order to impress your audience, and help you reach your target goals, with or without technological aids. The course will focus on these topics: Managing Speaker Anxiety, Types of Presentations, Knowing Your Audience and Setting, Preparation Skills, Controlling Verbal and Nonverbal Messages in addition to the Use of visual aids, including Power Point, Internet, and Video clips.
Required text: none
Prerequisite: none CEUs: 1.2

Course # , Date(s) Time
NV16161, 04/04/24, 9:00 AM to 4:00 PM | 04/05/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NV , Naugatuck Valley Wtby , F122
Instructor: Frances Trelease
Fee: 350
Notes: Participants should complete an CT State CC Naugatuck Valley registration when they arrive on campus. Enter the Waterbury Campus East Entrance and park in front of Founders Hall to the right - brick building. Room 122 is on the first floor.om the building entrance. Food and refreshments are available close to the campus on Chase Parkway. Only approved participants from the instate training coordinator will be admitted. Attendance of both sessions required for a completion certificate. No parking tag needed. Contact Cindy Tolin for further information - ctolin@nv.edu.

Spanish Language and Culture for Front Line Workers NEW!!!

Introductory workshop on basic but essential phraseology for front-line workers when working with Spanish-speaking client. Topics will include basic greetings, useful expressions, asking for/recording contact information, managing appointments, and basic directional communication. This workshop will be facilitated by several trainers to allow for maximum speaking/practice time.
Required Text: none Prerequisite: none CEU: 0.7

Course # , Date(s) Time
SU16253, 5/8/2024 9:00 AM to 5:00 PM |
College, Campus & Room:
SU, Southern CT State University, New Haven ASC 308
Instructor: Luisa Piemontese
Fee: 160
Notes: This Course will meet in the Michael Adanti Student Center (ASC) at Southern CT State University. Main Campus Address is 501 Crescent St., New Haven. Parking is available in Wintergreen Avenue Garage and Lot 9. Shuttle service is available through May 17th & travels directly between the Wintergreen Garage and the Main Lot (P-2).

WRITING SKILLS

AI for Enhancing Writing and Productivity Practices "Online via WebEx" NEW!!!

Note: This description was written by ChatGPT with human prompting and tweaking. Unlock the power of AI to revolutionize office writing and boost productivity. This comprehensive course will equip you with the

knowledge and skills to effectively integrate AI tools to optimize writing processes and enhance overall productivity. You will learn how to harness the capabilities of ChatGPT, a cutting-edge language model, and other AI tools to streamline writing tasks such as drafting reports, composing official correspondence, and editing existing documents. You will also discover time-saving techniques for task management, prioritization, organization, and efficient communication. By the end of this course, you will possess a comprehensive toolkit of AI-driven strategies and productivity hacks to elevate your writing, supercharge your efficiency, and achieve unparalleled success. For producing writing or state government office writing and productivity. Gain insights into future possibilities and advancements in AI utilization. Upon completion of this course, state workers will possess the expertise and confidence to harness the full potential of AI, particularly Chat GPT, in their office writing tasks. They will drive efficiency, improve content quality, and advance productivity within state government workplaces. Note: This course assumes basic office writing skills and computer literacy. Participants are expected to have access to a computer with internet connectivity to fully engage in the course activities and exercises.
Required text: None Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
AS16212, 05/28/24, 9:00 AM to 4:00 PM	06/04/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 5/28, 6/4 online

All About Grammar and Punctuation "Online via WebEx"

Are you semicolon savvy? Comma confident? A grammatical guru? If not, this workshop can help you gain a working knowledge of grammar and punctuation that will increase your writing and editing skills. More than a mere recitation of rules, this workshop is painless and practical and maybe even a little fun! It's focused on providing you with the grammar and punctuation tools you need. You will learn the 20 percent of the rule's writers use 80 percent of the time and where to easily find the rest of them. Led by a professional writer, this workshop will also reveal your recurring errors and show you how to eliminate them forever! You will leave with a mastery of everyday grammar and punctuation rules, a list of resources and websites to help you at work, and a new confidence when it comes to writing and editing. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.
Required text: None Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
AS16215, 06/07/24, 9:00 AM to 4:00 PM	06/14/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 320
Notes: class meets 6/7, 6/14 online

Effective Business Writing: Learn How to Write with More Confidence! (on campus)

In this in-person course, participants will have fun while learning the key principles that make business writing effective. These principles include wording, composition, organization, tone, persuasion, and format.

Participants will learn concepts, read examples, and put concepts into immediate practice. Learning Objectives: Demonstrate the ability to create business e-mails, texts, letters and other communications that deliver a clear message. Increase writing efficiency by knowing and applying proven business writing principles. Increase the response rate to communications through professional presentation.
Required text: none
Prerequisite: none CEUs: 1.2

Course # , Date(s) Time
NV16168, 06/11/24, 9:00 AM to 4:00 PM	06/12/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NV , Naugatuck Valley Wtby , TBD
Instructor: Frances Trelease
Fee: 350
Notes: Participants should complete a CT State CC Naugatuck Valley registration when they arrive on campus. Room location TBD. Enter the Waterbury Campus East Entrance and park in front of Founders Hall to the right - brick building. Food and refreshments are available close to the campus on Chase Parkway. Only approved participants from the instate training coordinator will be admitted. Attendance of both sessions required for a completion certificate. No parking tag needed. Contact Cindy Tolin for further information - ctolin@nv.edu.

Grant Writing Basics (Beginner) - ONLINE

This is a basic course that works to build an understanding of the politics, terminology, and processes of effective grant writing. It provides a road map to successful grant applications, but only briefly mentions state and federal grants, focusing more on private and foundational grant funding. By the end of this session participants will: Recognize grant terminology, Discuss the difference between grant writing and fundraising, Review the determinants of project fundability, Search for sources of grant funding and efficient grant research, Review and practice effective proposal development, Discuss how to cultivate potential grant funders, Review the difference between goals, objectives and outcomes, Practice the basic components of grant proposals, Review best practices for grant writers
Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
NV16167, 06/07/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NV , Naugatuck Valley Wtby , online
Instructor: Amy Blackwood Gillespie
Fee: 160
Notes: Teaching platform is remote by WebEx. Instructor link will be shared with the participants about one week prior to the course date once each participant is fully registered. An additional campus registration form may be needed. Contact Cindy Tolin for assistance ctolin@nv.edu.

The Writing Clinic ONLINE via WebEx NEW!!!!

This workshop will help you diagnose, troubleshoot, and fix your writing flaws and practices. Led by a professional writer, this workshop is the key to strengthening your writing skills in-class exercises, small group critiques, and one-on-one guidance. You will gain insight into making your writing process more efficient, increasing your writing speed, eliminating structural issues, and avoiding grammar and punctuation mistakes.

Participants may email up to three short writing samples prior to the first class for feedback. The workshop provides an opportunity to kick your writing skills up a notch, take the pain out of the writing process forever, or simply fine-tune. Bonus: How to edit the work of others.
Required text: none
Prerequisite: none CEUs: 1.2

Course # , Date(s) Time
NW16201, 05/20/24, 9:00 AM to 4:00 PM	06/03/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NW , ONLINE , ONLINE
Instructor: Margaret DeMarino
Fee: 320
Notes: NOTE: All meeting dates: 5/20 & 6/3

Workplace Wellness

A Mindfulness Guide to Productivity, Peace and Sleep! "Online via Webex"
Research shows that people spend almost 47 percent of their waking hours thinking about something other than what they are doing. Blending time management and mindfulness strategies, this workshop will help you increase peace and productivity throughout your working day. As you become more aware of your energy levels, peak creative periods, and mood, you will be able to function in a more meaningful and aware way. This workshop will help you switch off anxiety and "autopilot" and turn on your ability to be connected and mindful. You will be guided in developing mindfulness and attention practices that will show you how to focus on the task at hand, as well as release internal and external distractions at work. We will explore the role of meditation and guided visualization, including at-work practices such as waking meditation, doorway meditation, the three-breath-per meditation, and much more! You will develop practices for "mono-tasking" (rather than multi-taking), learn how to add appreciation breaks, and understand the value of "slowing down to speed up" in terms of productivity. Note: Course will be taught on WebEx and requires the use of computer audio and webcam. Participants are encouraged to take this class from home.
Required text: None
Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16200, 04/05/24, 9:00 AM to 4:00 PM	04/12/24, 9:00 AM to 4:00 PM	04/19/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 4/5, 4/12, 4/19 online

Anxiety and Stress Relief ONLINE via WebEx
More than ever before, learning how to how to identify and overcome your anxiety and stress is the key to a healthy and happy life! This interactive workshop is filled with practical strategies and exercises to help you learn how to live a more meaningful day, and even possibly overcome "imposter syndrome" and reduce anxiety. You will discover the hidden energy of early morning moments, two questions to calm your mind, how to let go of inner struggle, the power of "permission slips," and strategies for "letting things settle." Whether you are

challenged by feelings of anxiety, "overwhelm" or everyday stress, this workshop will help you understand the dynamics of working to better control your thoughts and emotions. You will learn how to engage in positive "self-talk," as well as how to better communicate your needs and feelings, to attract positive energy! We will explore various anxiety and stress-reducing techniques, such as guided visualization, self-acupressure, the "finger test," and simple exercises you can do at your desk, and more. You'll leave feeling relaxed and energized!
Required text: none
Prerequisite: none CEUs: 1.8

Course # , Date(s) Time
NW16202, 06/11/24, 9:00 AM to 4:00 PM	06/18/24, 9:00 AM to 4:00 PM	06/25/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NW , ONLINE , ONLINE
Instructor: Margaret DeMarino
Fee: 480
Notes: NOTE: All meeting dates 6/11, 6/18 and 6/25

Avoiding Burnout: How to Recharge and Renew! "Online via WebEx"

Burnout is a global concern. In a recent survey by Deloitte, 77% said they've experience burnout at their current job and 91% said that unmanageable stress or frustration impacts the quality of their work. Whether you're feeling the stirring of burnout or its full-fledged impact, you are not alone. This workshop will help you understand the burnout phenomenon, which has been exacerbated during and in the wake of the pandemic. While there are many reasons why burnout is being experienced at higher-than-ever rates, we will focus on real life, practical solutions, finding ways to recharge and renew. From practical time-management techniques to dozens of stress management practices to strategies for setting boundaries to explorations in mindfulness and mindset, this course will leave you feeling recharged and re-energized! Note: Course will be taught on WebEx and requires the use of computer audio and webcam
Required text: None
Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16207, 04/26/24, 9:00 AM to 4:00 PM	05/03/24, 9:00 AM to 4:00 PM	05/10/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 4/26, 5/3, 5/10 online

Career Success Builder "Online via WebEx" NEW!!!

Become the architect of your career success story. In this exhilarating workshop you will be guided into defining your career goals and developing self-coaching skills to turn career aspirations into reality. Unlock your potential to soar through change and challenges, whether you're confused about the road ahead, navigating the waters of hybrid work or conquering new professional territories. Say goodbye to feeling lost in the shuffle, and hello to confidently leading your own journey. Discover the elusive balance between work and personal life, not as a distant dream, but as an achievable reality. Say goodbye to uncertainty and hello to clarity as you embrace a holistic approach that energizes both your professional and personal well-being. We will provide

practical tools on how to promote and "brand" yourself within your agency as someone destined for success!
Note: Course will be taught on WebEx and requires the use of computer audio and webcam.
Required text: None
Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16216, 06/10/24, 9:00 AM to 4:00 PM | 06/17/24, 9:00 AM to 4:00 PM | 06/24/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 480
Notes: class meets 6/10, 6/17, 6/24 online

Wellness and Stress Check Up "Online via WebEx" NEW!!!

Give yourself grace and time to focus on how you're doing head-wise and health-wise. Post-pandemic culture comes with its own unique set of challenges from recreating shattered routines to shedding pandemic pounds to readjusting to quickly changing environments! This participative workshop will give us a unique opportunity to dig into our own personal and professional goals in a gentle and nurturing environment and to come up with real life/real time solutions and strategies for decreasing stress and increasing happiness. The Wellness Check Up is ideal for anyone who wants a fresh start in exploring how to thrive in today's challenging work culture. We will explore everything from mindfulness practices to optimizing WFH/hybrid strategies to adjusting to ever-stressful workloads, and much more! Note: Course will be taught on WebEx and requires the use of computer audio and webcam.
Required text: None
Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS16210, 05/08/24, 9:00 AM to 4:00 PM | 05/15/24, 9:00 AM to 4:00 PM | 05/22/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , Asnuntuck , online
Instructor: Margaret DeMarino
Fee: 320
Notes: class meets 5/8, 5/15, 5/22 online

TECHNOLOGY ADVANCEMENT

Adobe Acrobat DC: PDF Files, Formats and Forms (Online)

Explore the Acrobat DC interface and learn the many ways to customize it to suit your needs. Create Adobe PDF files from Word, Excel, emails or web pages while maintaining formatting and fonts. Use a variety of tools to edit, combine pages, place graphics, import and export content, and assign security. Create electronic forms for easy, secure distribution, collaboration and data collection. Create interactive text fields, check boxes, drop-down menus and more. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Basic Windows, keyboard and mouse skills; word processing experience recommended.

Required text: none

Prerequisite: Basic Windows, keyboard and mouse skills; word processing experience recommended. CEUs: 1

Course # , Date(s) Time
MA16251, 04/16/24, 1:00 PM to 4:00 PM | 04/18/24, 1:00 PM to 4:00 PM | 04/23/24, 1:00 PM to 4:00 PM | 04/25/24, 1:00 PM to 4:00 PM
College, Campus & Room:
Manchester, ONLINE , ONLINE
Instructor: 0ç| ã , ̊ÄTÄ̈Ņ
Fee: 299
Notes: NOTE: All meeting dates 4/16, 4/18, 4/23 and 4/25

Basic Computer Skills (On Campus)

Do you feel you are being left behind in the technological revolution? It is never too late to learn. This course will acquaint you with the computer terminology and devices that help manage information today. You will gain insight into computer hardware and the Microsoft Windows operating system. In addition, you will learn how to use the basic word processing functions of the popular Microsoft Word program. You will also learn how to use the Outlook email program and the best search techniques on the Internet. Keyboarding skills recommended. Students must use their NetID login credentials to use classroom computers (www.manchestercc.edu/net-id).

Required text: none

Prerequisite: none CEUs: 1.2

Course # , Date(s) Time
MA16249, 04/02/24, 1:00 PM to 4:00 PM | 04/04/24, 1:00 PM to 4:00 | 04/09/24, 1:00 PM to 4:00 PM | 04/11/24, 1:00 PM to 4:00 PM
CT State Community College Campus & Room:
Manchester , LRC Room B142
Instructor: + XçìzX; ÄJì
Fee: 250
Notes: NOTE: All meeting dates 4/02, 4/04, 4/09 and 4/11

Basic Computer Skills

In this course you will learn basic Windows, Applications, Internet and Emailing skills. Basic file management - including creating folders and sub-folders - as well as printing, security, added attachments and etiquette will also be covered.

Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
AS16219, 04/01/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , CT STATE ASNUNTUCK , TBD
Instructor:
Fee: 175
Notes:

Basic Computer Skills ONLINE

In this course you will learn basic Windows, Applications, Internet and Emailing skills. Basic file management - including creating folders and sub-folders - as well as printing, security, added attachments and etiquette will also be covered.

Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
AS16229, 06/03/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , ONLINE , ONLINE
Instructor:
Fee: 175
Notes:

Excel Dashboards (Online)

Excel dashboards provide an organized way to view and report large amounts of changing data in real time. This course covers the mechanics of constructing dashboards and further explores the components learned in Excel Data and Functions course. Students will learn the mechanics of constructing dashboards and how to import and manipulate data, employ functions, insert charts, fabricate pivot tables and create interactive filters. Nested functions for formulas, pivot charts, pivot tables, recording macros and interactive filters are covered and the course explores some aesthetic dashboard design elements, such as identifying important information and determining appropriate visual presentation formats for optimal communication. Dashboard visual element configuration, screen visual element protection, and publishing dynamically linked Excel dashboards to other applications like PowerPoint will be explored. Additional topics include visual element control, timelines, labels, dashboard security, dynamic data source linking, and publishing dashboards or other Excel elements. Students should have Excel software installed on the computers they will use for the online training. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. *Prerequisites: Excel Data and Functions course, Excel Pivot Tables course or equivalent knowledge. Students must also have prior knowledge of functions, formulas, sorting and filtering, pivot tables, pivot charts and slicers.*

Required text: none
Prerequisite: Excel Data and Functions course, Excel Pivot Tables course or equivalent knowledge CEUs: 1

Course # , Date(s) Time
MA16250, 04/08/24, 1:00 PM to 4:00 PM	04/10/24, 1:00 PM to 4:00 PM	04/12/24, 1:00 PM to 4:00 PM
CT State Community College Campus & Room:
Manchester, ONLINE, ONLINE
Instructor: 0ç¦ ã , ̈ÄT̈ÄN̦
Fee: 275
Notes: NOTE: All meeting dates 4/8, 4/10 and 4/12

Excel 2019: Intermediate - V Lookups, Pivot Tables and more! (ONLINE)

Intermediate Excel is a two-day course that is intended for those with previous experience in using Microsoft Excel 365, preferably Intro to Excel. The main topics covered in this course include: Text and Date Functions, Named Ranges, Summarizing Data, Tables, Pivot Tables, Charts and Slicers, Data Validation, Conditional Logic, Automating Lookups, V Lookups, H Lookups, X Lookups, Recording Macros, Professional Dashboards. Better data analysis and presentation as well as the required skill set for certification in Microsoft Excel. Required text: Live virtual class only. Laptop, Desktop or tablet with audio/video and camera required to participate in the class. Live virtual course using Microsoft Office 365. Reliable internet access required. PC format only. Prerequisite: Basic knowledge and proficiency in Intro to Excel course or comparable basic knowledge of Excel.
Required text: none
Prerequisite: Basic knowledge and proficiency in Intro to Excel course or comparable basic knowledge of Excel is a must! CEUs: 1.2

Course # , Date(s) Time
NV16165, 05/10/24, 9:00 AM to 4:00 PM	05/17/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NV , Naugatuck Valley Wtby , online
Instructor: Cindy Averill
Fee: 350
Notes: Teaching platform is remote by WebEx. Instructor link will be shared with the participants about one week prior to the course date once each participant is fully registered. Attendance at both sessions is required to receive a completion certificate. An additional campus registration form may be needed. Contact Cindy Tolin for assistance ctolin@nv.edu.

Excel in the Workplace

Embark on a transformative workshop designed exclusively for adult learners in the workplace, focusing on the essential skills and applications of Microsoft Excel. This comprehensive program is crafted to address the specific needs of professionals within your organization, ensuring that participants acquire an understanding of Excel's functionalities. From mastering basic spreadsheet operations to delving into advanced data analysis and reporting, Excel for the Workplace training sessions are structured to enhance practical skills that are directly applicable to the demands of your workplace. Through hands-on exercises and customized case studies tailored to your industry, participants will gain proficiency in leveraging Excel as a strategic tool for increased productivity and informed decision-making. Join us in this collaborative learning journey, where you will be guided through the intricacies of Excel, fostering a supportive environment for skill development. Attend the In-service training course for this immersive learning experience, where the synergy of expert instruction and

collaborative learning will equip you with the confidence and expertise to elevate your workplace skills. Cloud-based Excel to be used. Attendees must have a basic understanding of computers as well as a Microsoft Account to use the cloud-based Excel. An account can be created at https://www.microsoft.com/en-us/microsoft-365/free-office-online-for-the-web.
Required text: None
Prerequisite: A basic understanding of computers and a Microsoft Account to use the cloud-based Excel. An account may be created at at https://www.microsoft.com/en-us/microsoft-365/free-office-online-for-the-web.   CEUs: 1.2

Course # , Date(s) Time
SU16244, 05/15/24, 9:00 AM to 4:00 PM | 05/22/24, 9:00 AM to 4:00 PM
College, Campus & Room:
SU , Southern CT State Univ , Morrill Hall, Room MO13,
Instructor: Joseph Goralski
Fee: 320
Notes: For classes before May 17th, parking is available in Wintergreeen Ave. Garage & Lot 9, with a direct shuttle between the Wintergreen Garage & Main Lot (P-2). After May 17th, parking is available in Wintergreen Garage, Fitch St. Garage (2nd level and up) and Lot 12 on Crescent Street

EXCEL Level 1

From creating a workbook, navigating worksheets and workbooks and formatting and more, Microsoft Excel Level 1 covers the fundamentals. Additional topics include inserting and formatting cells and ranges, organizing data and using formulas and functions.
Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
AS16224, 04/17/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , CT STATE ASNUNTUCK , TBD
Instructor:
Fee: 175
Notes:

EXCEL Level 1 - ONLINE

From creating a workbook, navigating worksheets and workbooks and formatting and more, Microsoft Excel Level 1 covers the fundamentals. Additional topics include inserting and formatting cells and ranges, organizing data and using formulas and functions.
Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
AS16234, 06/19/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:

AS , CT STATE ASNUNTUCK , ONLINE
Instructor:
Fee: 175
Notes:

EXCEL Level 1 - ONLINE

From creating a workbook, navigating worksheets and workbooks and formatting and more, Microsoft Excel Level 1 covers the fundamentals. Additional topics include inserting and formatting cells and ranges, organizing data and using formulas and functions.
Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
NW16241, 05/13/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NW , CT STATE Northwestern , ONLINE
Instructor:
Fee: 175
Notes:

Excel Level 2

Picking up where Level 1 Excel left off with fundamentals, Level 2 unleashes the full potential of the program illuminating participants on the finer points of conditional operations and modifying text in "Functions" to creating charts, tables and sorting. Pivot table creation, filters, refreshing data and calculated fields will also be covered.
Required text: none
Prerequisite: Excel Level 1 CEUs: 0.6

Course # , Date(s) Time
AS16225, 04/22/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , CT STATE ASNUNTUCK , TBD
Instructor:
Fee: 175
Notes:

Excel Level 2 - ONLINE

Picking up where Level 1 Excel left off with fundamentals, Level 2 unleashes the full potential of the program illuminating participants on the finer points of conditional operations and modifying text in "Functions" to creating charts, tables and sorting. Pivot table creation, filters, refreshing data and calculated fields will also be covered.
Required text: none
Prerequisite: Excel Level 1 CEUs: 0.6

Course # , Date(s) Time
AS16235, 06/24/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , CT STATE ASNUNTUCK , ONLINE
Instructor:
Fee: 175
Notes:

Excel Level 2 - ONLINE

Picking up where Level 1 Excel left off with fundamentals, Level 2 unleashes the full potential of the program illuminating participants on the finer points of conditional operations and modifying text in "Functions" to creating charts, tables and sorting. Pivot table creation, filters, refreshing data and calculated fields will also be covered

Required text: none Prerequisite: Excel Level One CEUs: 0.6

Course # , Date(s) Time
NW16242, 05/20/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NW , CT STATE Northwestern , ONLINE
Instructor:
Fee: 175
Notes:

Excel Pivot Tables (Online)

Students will learn how to use a pivot table to analyze numerical data in detail, and query in many user-friendly ways; subtotal and aggregate numeric data, summarize data by categories and subcategories, and create custom calculations and formulas; expand and collapse levels of data to focus results; filter, sort, group, and conditionally format the most useful and interesting subset of data enabling you to focus on just the information you want. Learn how to present concise, attractive, and annotated online or printed reports. Students will explore preparing tables, reports, slicers, timelines, and other dynamic elements for use as effective visual communications tools. Students will cover advanced topics like slicers, calculated fields, creating multiple pivot tables from one, nested formulas, subtotaling and result visibility, underlying pivot table data, report views, advanced charting, and queries. Students should have Excel software installed on the computers they will use for the online training. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisites: Excel Introduction or equivalent knowledge. Knowledge should include writing simple formulas and functions, understanding charts, basic data sorting and filtering.

Required text: none

Prerequisite: Excel Introduction or equivalent knowledge   CEUs: 1

Course # , Date(s) Time
MA16252, 04/01/24, 1:00 PM to 4:00 PM | 04/03/24, 1:00 PM to 4:00 PM | 04/05/24, 1:00 PM to 4:00 PM
CT State Community College Campus & Room:

Manchester, ONLINE , ONLINE
Instructor: 0ç| ã , ̈ÄȚ̈ÄN̈
Fee: 275
Notes: NOTE: All meeting dates 4/1, 4/3 and 4/5

Microsoft Word Level 1

This course will walk participants through basic Microsoft Word concepts starting from create a document to navigating and formatting documents, customized options, print and saving. Other topics include inserting, formatting and grouping text and paragraphs.
Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
AS16220, 04/03/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , CT STATE ASNUNTUCK , TBD
Instructor:
Fee: 175
Notes:

Microsoft Word Level 2

Building on the basics of Level 1, Level 2 Microsoft Office Word delves in to more advanced such as creating and modifying tables and lists. Inserting and managing simple references and graphic elements will also be covered.
Required text: none
Prerequisite: Microsoft Level 1 CEUs: 0.6

Course # , Date(s) Time
AS16221, 04/08/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , CT STATE ASNUNTUCK , TBD
Instructor:
Fee: 175
Notes:

MS Outlook

In this course, you will use Outlook to manage your email communications, including composing, reading, and responding to emails; schedule appointments and meetings; manage contact information; schedule tasks and create notes; customize message response options, and organize your mail. Other topics include configuring and navigating of calendar to include adding holidays, appointments, reminders, event scheduling, printing and sharing.

Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
AS16226, 04/24/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , CT STATE ASNUNTUCK , TBD
Instructor:
Fee: 175
Notes:

MS Outlook - ONLINE

In this course, you will use Outlook to manage your email communications, including composing, reading, and responding to emails; schedule appointments and meetings; manage contact information; schedule tasks and create notes; customize message response options, and organize your mail. Other topics include configuring and navigating of calendar to include adding holidays, appointments, reminders, event scheduling, printing and sharing.
Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
AS16236, 06/26/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , CT STATE ASNUNTUCK , ONLINE
Instructor:
Fee: 175
Notes:

MS Outlook - ONLINE

In this course, you will use Outlook to manage your email communications, including composing, reading, and responding to emails; schedule appointments and meetings; manage contact information; schedule tasks and create notes; customize message response options, and organize your mail. Other topics include configuring and navigating of calendar to include adding holidays, appointments, reminders, event scheduling, printing and sharing.
Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
NW16243, 05/22/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NW , CT STATE Northwestern , ONLINE
Instructor:
Fee: 175
Notes:

MS WORD LEVEL 1 - ONLINE

This course will walk participants through basic Microsoft Word concepts starting from create a document to navigating and formatting documents, customized options, print and saving. Other topics include inserting, formatting and grouping text and paragraphs.
Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
AS16231, 06/05/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , ONLINE , ONLINE
Instructor:
Fee: 175
Notes:

MS Word Level 1 - ONLINE

This course will walk participants through basic Microsoft Word concepts starting from create a document to navigating and formatting documents, customized options, print and saving. Other topics include inserting, formatting and grouping text and paragraphs.
Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
NW16237, 05/01/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NW , CT STATE Northwestern , ONLINE
Instructor:
Fee: 175
Notes:

MS WORD - LEVEL 2 - ONLINE

Building on the basics of Level 1, Level 2 Microsoft Office Word delves in to more advanced such as creating and modifying tables and lists. Inserting and managing simple references and graphic elements will also be covered.
Required text: none
Prerequisite: Word LEVEL ONE CEUs: 0.6

Course # , Date(s) Time
NW16238, 05/06/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NW , CT STATE Northwestern , ONLINE
Instructor:
Fee: 175
Notes:

MS Word LEVEL 2 - ONLINE

Building on the basics of Level 1, Level 2 Microsoft Office Word delves in to more advanced such as creating and modifying tables and lists. Inserting and managing simple references and graphic elements will also be covered.
Required text: none
Prerequisite: MS Word LEVEL 1 CEUs: 0.6

Course # , Date(s) Time
AS16230, 06/10/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , ONLINE , ONLINE
Instructor:
Fee: 175
Notes:

PowerPoint Level 1

Learn basic concepts of Microsoft PowerPoint including creating presentations, inserting and formatting slides, text and tables and modifying handouts. This one-day course will culminate with a complete overview of creating a slide show, rehearsing slide show timing and presentation.
Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
AS16222, 04/10/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , CT STATE ASNUNTUCK , TBD
Instructor:
Fee: 175
Notes:

PowerPoint Level 1 - ONLINE

Learn basic concepts of Microsoft PowerPoint including creating presentations, inserting and formatting slides, text and tables and modifying handouts. This one-day course will culminate with a complete overview of creating a slide show, rehearsing slide show timing and presentation.
Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
AS16232, 06/12/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , ONLINE , ONLINE
Instructor:
Fee: 175
Notes:

PowerPoint Level 1 - ONLINE

Learn basic concepts of Microsoft PowerPoint including creating presentations, inserting and formatting slides, text and tables and modifying handouts. This one-day course will culminate with a complete overview of creating a slide show, rehearsing slide show timing and presentation.
Required text: none
Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
NW16239, 05/08/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NW , CT STATE Northwestern , ONLINE
Instructor:
Fee: 175
Notes:

PowerPoint Level 2

Building on the fundamental Microsoft Office PowerPoint skills developed in Level 1, Level 2 PowerPoint delves into more complex features of the program including shapes, charts, groups and SmartArt Graphics. Additional Level 2 topics include inserting audio and video clips, slide transitions, animating slide content merging multiple projects.
Required text: none
Prerequisite: PowerPoint Level 1 CEUs: 0.6

Course # , Date(s) Time
AS16223, 04/15/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , CT STATE ASNUNTUCK , TBD
Instructor:
Fee: 175
Notes:

PowerPoint Level 2 - ONLINE

Building on the fundamental Microsoft Office PowerPoint skills developed in Level 1, Level 2 PowerPoint delves into more complex features of the program including shapes, charts, groups and SmartArt Graphics. Additional Level 2 topics include inserting audio and video clips, slide transitions, animating slide content merging multiple projects.
Required text: none
Prerequisite: PowerPoint Level 1 CEUs: 0.6

Course # , Date(s) Time
AS16233, 06/17/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
AS , ONLINE , ONLINE
Instructor:
Fee: 175
Notes:

PowerPoint Level 2 - ONLINE

Building on the fundamental Microsoft Office PowerPoint skills developed in Level 1, Level 2 PowerPoint delves into more complex features of the program including shapes, charts, groups and SmartArt Graphics. Additional Level 2 topics include inserting audio and video clips, slide transitions, animating slide content merging multiple projects.
Required text: none
Prerequisite: PowerPoint Level One CEUs: 0.6

Course # , Date(s) Time
NW16240, 05/13/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NW , CT STATE Northwestern , ONLINE
Instructor:
Fee: 175
Notes:

QuickBooks Online: An Introduction (Online via WebEx)

Discover the most effective methods for accomplishing essential business tasks and customizing QuickBooks. This short, accelerated course will explore best practices for tracking finances, managing payroll, processing invoices, controlling inventory, managing sales and expenses, and maximizing the software and other features. Topics include getting started; how to properly set up your accounts, customers, jobs and invoices quickly; following the money by learning how to track everything from billable time and expenses to income and profit; keeping your company financially fit with methods to examine budgets and actual spending, income, inventory, assets, and liabilities; spending less time on bookkeeping and learning how to use QuickBooks to create and reuse bills, invoices, sales receipts and timesheets; finding key info fast using QuickBooks' search and find functions, as well as the vendor, customer, inventory and employee centers; and moving data between QuickBooks, Microsoft, and other programs. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. The instructor will contact students with further instructions one to three business days prior to class. Attendance at both sessions is required to receive a completion certificate.
Required text: none; trial version of QuickBooks may be used in this course.
Prerequisite: computer literacy with data and spreadsheets a plus. CEUs: 1.2

Course # , Date(s) Time
NV16166, 06/07/24, 9:00 AM to 4:00 PM	06/15/24, 9:00 AM to 4:00 PM
CT State Community College Campus & Room:
NV , Naugatuck Valley Wtby , online
Instructor: Cindy Averill
Fee: 320
Notes: Teaching platform is remote by WebEx. Instructor link will be shared with the participants about one week prior to the course date once each participant is fully registered. An additional campus registration form may be needed. Contact Cindy Tolin for assistance ctolin@nv.edu.

Individual Application for State In-Service Training Program Spring 2024

This form may be used for agency registration purposes; however, some agencies have their own required application. Please check with your TAO.

Agency Training Approval Officers will need all course and employee information to submit the Agency Registration Spreadsheet to the IST Coordinator to reserve seats in requested courses. WebEx links and any course documents or additional information will be emailed using the provided email address. Additional employee info is needed only for registration purposes.

Important notes to Applicants:

> Direct all questions regarding timelines and procedures to your agency TAO. Each agency has unique policies concerning deadlines, eligibility, and the registration process.

- Be sure to carefully check the dates and times of the courses for which you are applying, for any potential conflicts. **No seat changes or withdrawals are allowed once seats have been reserved and courses confirmed at the start of the semester.**

- Certificates will be issued at the end of each course. Employees who leave at any point before the instructor ends the class will not be given a certificate.

AGENCY NAME:_____DEPARTMENT/UNIT:_____

Information about the Applicant:

 Name_____ Cell Phone:_____

 Email**:_____

  Home Address:_____.

Birthdate (Mo/Day)_____ Previous Name (if applicable)_____

BANNER ID (If known from previous courses):_____ :

Home address & birthdate are used when Banner ID number is unknown to verify registrant's identity.

Course Information - One Course Per Page:

 Course Title_____

 Course Number:_____ Date(s)_____

Location:_____ Fee:_____

I meet the prerequisites listed in the course description: ____Yes ____No ____None Listed

Supervisor's Approval

 Name_____

 Title_____

 Signature:_____ Date: _____

Additional Information as required by your agency:

_____

_____

_____

Individual Application for State In-Service Training Program Spring 2024

This form may be used for agency registration purposes; however, some agencies have their own required application. Please check with your TAO.

Agency Training Approval Officers will need all course and employee information to submit the Agency Registration Spreadsheet to the IST Coordinator to reserve seats in requested courses. WebEx links and any course documents or additional information will be emailed using the provided email address. Additional employee info is needed only for registration purposes.

Important notes to Applicants:

Direct all questions regarding timelines and procedures to your agency TAO. Each agency has unique policies concerning deadlines, eligibility, and the registration process.

- Be sure to carefully check the dates and times of the courses for which you are applying, for any potential conflicts. **No seat changes or withdrawals are allowed once seats have been reserved and courses confirmed at the start of the semester.**

- Certificates will be issued at the end of each course. Employees who leave at any point before the instructor ends the class will not be given a certificate.

AGENCY NAME:_____DEPARTMENT/UNIT:

Information about the Applicant:

Name_____ Cell Phone:_____

Email**:_____

Home Address:_____.

Birthdate (Mo/Day)_____ Previous Name (if applicable)_____

BANNER ID (If known from previous courses):_____ :

Home address & birthdate are used when Banner ID number is unknown to verify registrant's identity.

Course Information - One Course Per Page:

Course Title_____

Course Number:_____ Date(s)_____

Location:_____ Fee:_____

I meet the prerequisites listed in the course description: ____Yes ____No ____None Listed

Supervisor's Approval

Name_____

Title_____

Signature:_____ Date: _____

Additional Information as required by your agency:

_____

_____