

Transfer Session

Wednesday, December 7, 2011 3:00 – 5:00 p.m. MAIN BUILDING ROOM 342

Is a transfer in your future? Meet with representatives from local colleges and universities who will briefly discuss opportunities plus give you a chance to ask questions and receive answers on an individual basis.

Personalities in the Workplace - presented by Kelly Harper

Wednesday, December 7, 2011 5:30 – 7:30 p.m. ATLC 211

Friday, December 16, 2011 9:00 – 11:00 a.m. ATLC 211

Ever wonder why people do what they do? People are different! Successful managers and employees understand how people act and react. This module will focus on the Myers-Briggs Personality Types and how they apply in your workplace, your social life and your everyday relationships. Emphasis will be on how differences impact your communications and interactions.

Culinary Career Development - Green Practices for Restaurant Industry - presented by Scott Holubetz

Friday, December 16, 2011 11:30 a.m. – 1:30 p.m. ATLC 211

Monday, January 9, 2012 2:00 – 4:00 p.m. ATLC 211

“Green” is now a common term in much of our society.....but what does “Green” mean for restaurants? We will look at some of the most important subjects that apply in the culinary world while touring a virtual restaurant to learn where practices can be quickly implemented.

Sex in the Office? - Why Not! - presented by Sharon White

Monday, January 9, 2012 4:30 – 6:30 p.m. ATLC 211

Friday, January 20, 2012 11:30 – 1:30 p.m. MAIN BUILDING ROOM 342

This topic deals with romantic relationships in the workplace. What risks do you take and what are possible consequences?

Taming the Tiger – Getting Stress Off Your Nerves - Presented by Marsha Watts-Visher

Tuesday, January 10, 2012 6:00 – 8:00 p.m. ATLC 211

Monday, January 23, 2012 5:00 – 7:00 p.m. ATLC 211

There is no such thing as a “stress-free” life, but letting the TIGER run loose will impact your health, your personal happiness, and your professional success. Hear some ideas on how to better manage the daily stressors in your life.

Cool Tools in Technology Part Two - presented by Linda Schulte

Thursday, January 19, 2012 6:00 – 8:00 p.m. ATLC 211

Friday, January 20, 2012 9:00 – 11:00 a.m. MAIN BUILDING ROOM 342

Building on content from the Early Fall Term, this session look at trends in technology that will make life easier and more efficient. Cool!

Incivility in the Workplace - Presented by Adam Waits

Wednesday, January 18, 2012 4:00 – 6:00 p.m. ATLC 211

Monday, January 23, 2012 2:30 – 4:30 p.m. ATLC 211

Uncivil behavior in the workplace is on the rise and negatively impacts employee productivity, morale and retention. Rapid changes in technology and demographics pose a whole new set of challenges to managers, business owners and workers. This module offers solutions for many of today’s common workplace problems caused by incivility.

These seminars require mandatory attendance; no alternate make-up seminars will be offered. Students missing these seminars will receive a grade of “U” for the Co-op term and the Co-op will have to be retaken with all applicable fees reassessed.

NOTE: Anyone arriving after session begins will not be admitted.