

HUMAN RESOURCES

The Society for Human Resource Management (SHRM) recognizes Casper College as a provider of professional development credits (PDC) for the SHRM-SCPSM. These classes are valid for one or two PDC each for the SHRM-CP or SHRM-SCP. Visit shrmcertification.org for information about certification or recertification.



caspercollege.edu/ctd

Casper College seeks to provide an environment that is free of bias, discrimination and harassment. If you have been the victim of sexual harassment/gender or sex discrimination/sexual misconduct/assault we encourage you to report this. If you report this to an employee, she or he must notify our college's Title IX Coordinator, Linda Toohey, associate vice president for student services, 125 College Drive, Walter H. Nolte Gateway Center, Room 412, Casper, WY 82601; 307-268-2667; linda.toohey@caspercollege.edu about the basic facts of the incident. Employee concerns should be directed to the director of human resources. For more information about your options, please go to: caspercollege.edu/nondiscrimination.

For more info., contact:

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Casper College

Human Resources Training Classes



Spring 2017





BUILDING SKILLS AND HEALING COMMUNITIES: LEARN TO BE RESILIENT

Learn the skills proven leaders use to help individuals through adversity and to overcome challenges. You will learn to identify adverse triggers, correct counter-productive thinking patterns, and improve communication skills. This class is for parents, business professionals, supervisors, organizational directors, teachers, first responders, and mental health professionals.

Course # CEU 4020 60 • 2.4 CEUs
Tue., Jan. 31 to Apr. 25 • 5:30-7:30 p.m.
Location: LH 285 • Instructor: Ken Guidry
Cost: \$260

CANDID WORKPLACE CONVERSATIONS

Providing effective feedback in the work environment is critical to employee development and positive performance management. When employees or coworkers are under-performing, entering into candid conversations can be difficult. Learn the principles of effective feedback and discover an eight-step approach to navigate difficult conversations. Learn how to confront problematic behavior while maintaining positive relationships and setting clear expectations. Discover how to manage your own discomfort throughout the process. This material is based on Shari Harley's Candid Culture trainings.

Course # CEU 4030 70 • .25 CEUs
Thur., Mar. 9 • 9-11:30 a.m.
Location: GW 222 • Instructor: Janet Hoyt
Cost: \$60

REASONABLE SUSPICION FOR SUPERVISORS

Supervisors who oversee employees with a CDL must attend a two-hour training session on identifying and appropriately handling substance abuse on the job. This is also an excellent training for individuals responsible for administering their company's drug and alcohol program.

Course # CEU 0906 80 • .2 CEUs
Wed. Apr. 5 • 1-3p.m.
Location: GW 222 • Instructor: CS Consulting
Cost: \$125

DISC PERSONALITY PROFILE TRAINING

DISC is the leading personal assessment tool used by over 40 million people to improve work productivity, teamwork, and communication. DISC provides common language to identify personality strengths and differences in a safe and nonjudgmental atmosphere. Learn how to maximize your own strengths, adapt to others' personalities, and communicate effectively in any setting. Each participant will take the DISC profile assessment during the first class and receive a unique individual report.

Course # CEU 4005 60 • .5 CEUs
Thur., Feb. 2 and 23 • 9-11:30 a.m.
Location: GW 223 • Instructor: Janet Hoyt
Cost: \$80

EMOTIONAL INTELLIGENCE

Research is finding that emotional intelligence (EQ) is a better predictor of success in the workplace than IQ. Discover what EQ involves, including the four components of self-awareness, self-management, social awareness, and relationship management. Learn practical strategies and tools to improve your EQ in the workplace and your personal life. Learn how to connect with your coworkers and navigate conflict in everyday life. This class is based on the book "Emotional Intelligence 2.0."

Course # CEU 0940 80 • .25 CEUs
Thur., Mar. 23 • 9-11:30 a.m.
Location: GW 223 • Instructor: Janet Hoyt
Cost: \$60

HIGH IMPACT SYSTEMS FOR ORGANIZATIONAL SUCCESS

Learn how to lead growth and innovation in your organizations. This hands-on class uses individualized growth strategies to help leaders identify innovation, understand the need to innovate, define and put successful innovation systems into action, use innovation to impact profitability, align company and innovation strategies, and engage employees.

Course # CEU 1090 60 • .8 CEUs
Tue., Feb. 7 • 8 a.m.-5 p.m.
Location: GW 218 • Instructor: Manufacturing Works
Cost: \$200 or \$800 for a five person team

RECORDABLE INJURIES AND IMPLEMENTING A SAFETY CULTURE FOR SUPERVISORS

Human resources and safety professionals are responsible for maintaining OSHA records including what is recordable and reportable. Learn what to record and report and about reportable injury requirement changes. We will discuss characteristics of a successful safety leadership program.

Course # CEU 0550 80 • .2CEUs
Wed. Apr. 5 • 3-5 p.m.
Location: GW 222 • Instructor: CS Consulting
Cost: \$125

REFLECTIVE LEADERSHIP

In today's world of overscheduled calendars, we rarely get moments to reflect on how we are doing. This class is for leaders in any field who need a respite from a demanding career as a leader and manager of other people. Take time to reflect on your leadership strengths and weaknesses, and learn how to use reflective practices to become a centered leader. A curated list of leadership readings will be provided.

Course # CEU 0511 80 • .2 CEUs
Thur., Apr. 20 • 1-3 p.m.
Location: GW 222 • Instructor: Melissa Stahley-Cummings
Cost: \$60

WORDS THAT WORK

Discover how to develop more satisfying communication at work, with your family, or other important groups. Based on the work of psychologist Marshall Rosenberg, Ph.D., this class offers a fresh approach to enhancing conversation, working with conflict in your life, and understanding the brain in relationship. Bring a copy of the third edition of Dr. Rosenberg's book, "Nonviolent Communication, A Language of Life" to class.

Course # CEU 0516 60 • 1.6 CEUs
Tue. Jan. 17-Mar. 7 • 6-8 p.m.
Location: LH 185 • Instructor: Marilyn Mullen, MA
Cost: \$95

GENERATIONAL DIFFERENCES IN THE WORKPLACE

Generational issues, a hot topic in business and industry, are prevalent where we live and work. Everyone can benefit from learning about the values each generation holds. Understanding where others are coming from at work or home makes it easier to navigate interactions with people of all ages. Learn about the generational issues that are at play and gather communication tips to increase productivity and motivation.

Course # CEU 0708 70 • .25 CEUs
Tue., Feb. 28 • 9-11:30 a.m.
Location: El 116 • Instructor: Dana Volney
Cost: \$50

Course # CEU 0708 80 • .25 CEUs
Tue., Apr. 11 • 9-11:30 a.m.
Location: GW 222 • Instructor: Dana Volney
Cost: \$50



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