

Program Offerings for Town of Wellesley Employees

Through our partnership with the Town of Wellesley, Massachusetts Bay Community College will be offering the following community education courses. Course tuition will be free for the employee and paid by the Town of Wellesley.



Wellness & Health

AHA Heartsaver [®] CPR with AED (Adult, Child, & Infant)

Learn the basic techniques of cardiopulmonary resuscitation (CPR) and how to use an automated external defibrillator (AED). Find out how to recognize and respond to major life-threatening injuries like heart attack, stroke, choking, and breathing problems. This course is designed for all lay rescuers, such as family members or caregivers of elderly or dependent adults, parents or guardians of children and infants, airline personnel, personal trainers, church organizations, teachers and/or security guards. Class includes Heartsaver [®] CPR Manual and American Heart Association certification. Please note: This course does NOT fulfill Basic Life Support (BLS) requirements for college admission to medical school, nursing school, allied health programs, EMS-related fields, etc. *Registration for the above course closes on 10/4 at 5PM*

Th. 10/6, 6:00-9:30PM \$80 (6-student minimum)

Healthy Body, Healthy You • WK212-300

You come into this world with one body. This course will teach you how to take care of it, and improve your quality of life by paying attention to the ways in which your body 'talks' to you. Light exercises will be included.

Mon. 9/16, 6:30-8:30PM \$50 (7-student minimum)

Understanding Diabetes and Taking Control • CU253-300

This class will teach you where diabetes comes from and why it happens. What you eat, drink, and do with your body really can change how you feel and how healthy you can live. This class will teach how to live strong with diabetes. Don't let a chronic condition slow you down.

Mon. 11/7, 6:30-8:30PM \$50 (7-student minimum)

Sugar Busters • CU254-300

Understand the consequences of a diet high in sugar and the ways in which it has been proven to have a negative impact on overall health. Learn how to read labels, identify how much "hidden" sugar is in your food, and discover how sugar effects blood sugar levels and hormones.

Mon. 10/24, 6:30-8:30PM \$50 (7-student minimum)

Language Skills

Conversational Spanish • AP112-300

This ten-week immersion course is designed for students who have little or no experience speaking Spanish. The course aims to provide students with a full immersion approach toward language acquisition. Students will learn about their immediate world through speaking, listening, reading and writing in Spanish. Topics such as food, family, school clothing, and weather and leisure activities are covered. Students will learn present and future tenses and other grammatical elements.

Wed. 9/14-11/16, 6:30-8:30PM, 10 weeks \$150 (7-student minimum)



Computer Skills

Introduction to Word 2016 • CC25-300

This course covers an introduction to the features of Microsoft Word 2016. Learn the skills that will help you use Word effectively.

Th. 9/15-9/29, 5:30-8:30PM, 3 weeks \$150 (7-student minimum)

Introduction to PowerPoint 2016 • CC35-300

Develop your presentation skills with this introduction to Microsoft PowerPoint 2016. Develop slideshows, manipulate slides, and learn some of the advanced tips to create an effective and professional presentation.

Th. 10/6-10/20, 5:30-8:30PM, 3 weeks \$150 (7-student minimum)

Introduction to Excel 2016 • CC30-300

Become a spreadsheet superstar! This course will help you to format, present, and apply common functions and formulas needed for data presentations with the use of Microsoft Excel.

Th. 10/27-11/10, 5:30-8:30PM, 3 weeks \$150 (7-student minimum)

Business & Professional Development

Take one or take a series: Complete 5 of the following 10 weekly trainings to receive a Leadership Development Certificate!

Effective Communication Skills • WK57-300

Effective communications can help us better understand a person or situation and enables us to resolve differences, build trust and respect, and create environments where creative ideas, problem solving, affection, and caring can flourish. Learn how communication is a two-way street and it's more than an exchange of information. Learn how to be an engaged listener, read non-verbal language, and develop communication strategies that can help in work and personal life.

Tu. 9/20, 5:30-8:30PM, \$50 (7-student minimum)

Conflict Management • WK59-300

In this interactive conflict management workshop, you will learn what drives conflict and examine your conflict style to better assess how you can work more effectively with co-workers. The result is a re-alignment of attitudes and a tremendous increase in teamwork.

Tu. 9/27, 5:30-8:30PM, \$50 (7-student minimum)

Stress Management • WK60-300

When it Rains, it Pours: This workshop focuses on the importance of recognizing the signs and symptoms of stress and how someone can cope when under stress. It is geared to promote work and life balance for those who are dealing with multiple stressors in work and with family. The workshop will utilize self-assessment, group assessment, and work in collaboration to identify stressors and offer coping strategies to manage stress.

Tu. 10/4, 5:30-8:30PM, \$50 (7-student minimum)

Professional & Business Etiquette • WK61-300

Business etiquette is a sign of professionalism and respect for others, and it can make positive first impressions while building trust among colleagues. When business partners and co-workers adhere to a well-understood code of etiquette, it can be easier for diverse individuals to work together, focusing their energies on the task at hand rather than trying to understand the cultural eccentricities of others. Learn skills that can be applied in the workplace and working with clients/customers.

Tu. 10/11, 5:30-8:30PM, \$50 (7-student minimum)



How did that happen? Accountability Training • WK62-300

Every employee, no matter what level of seniority is equally responsible for aiding in the success of the company. In order to achieve the goals of the company, long and short term, it is important that all people within the company work together and share accountability. Employees who work together towards the

same overall goal help their workplace to become more accountable, in turn make the business more productive and efficient.

Tu. 10/18, 5:30-8:30PM, \$50 (7-student minimum)

What Makes a Leader? • WK63-300

Learn what it means to be a true leader. Discuss differences between leaders and managers. Engage with co-workers to promote and empower within the organization, leading to employees to respond proactively to the extraordinary demands that leaders face each day.

Tu. 10/25, 5:30-8:30PM, \$50 (7-student minimum)

Effective Communication Skills in a Multi-Generational Workforce • WK58-300

In general, there are significant difference between the mindsets and attitudes of the different generations currently working in the USA workforce. By looking at the values and motivations of each of the four generations consisting of Generation X, Generation Y (Millenials), the Baby Boomers, and the Silent Generation, the reasons for the differences regarding motivation and preferences become more apparent. Participants will learn how different generations see authority, face time, and work in different ways.

Tu. 11/1, 5:30-8:30PM, \$50 (7-student minimum)

Procrastination & Time Management to Increase Effectiveness and Efficiency • WK42-300

Procrastination may cause time to be wasted and opportunities to be missed. Participants have the opportunity to learn how to pinpoint behavior that wastes time, assess their individual procrastination profile in a positive manner, and become aware of habits for good time management. Effective time management skills are taught to ensure proven results.

Tu. 11/8, 5:30-8:30PM, \$50 (7-student minimum)

Negotiation for Optimal Outcomes • WK64-300

Participants have the opportunity to assess, analyze, and receive constructive feedback on specific ways to enhance and further refine individual negotiation skills. This highly focused, hands on clinic addresses: risk taking to increase your odds of negotiation success, when to collaborate, when to compete, when to confront, and when to leave, what to do when the other party employs proven negotiation tactics on you, and how to use your individual negotiation strengths to establish and maintain power.

Tu. 11/15, 5:30-8:30PM, \$50 (7-student minimum)

Balance & Beyond • WK65-300

What does “balance” mean to you, and how do you go about creating it in your everyday life? Defining balance for your self is the key to being able to obtain it. Learn how to define and identify what balance is for you and create a plan to getting to the “beyond.” “Beyond” is the part of life we keep thinking we can get to, if we just had more time, or “when things settle down a bit.”

Tu. 11/22, 5:30-8:30PM, \$50 (7-student minimum)

**All curriculum is non-credit and offered through Massachusetts Bay Community College’s Center for Corporate Training and Community Education, and is offered on our Wellesley campus located at 50 Oakland Street, Wellesley Hills, MA 02481.*

START HERE. GO ANYWHERE.

WWW.MASSBAY.EDU

For use by Town of Wellesley Employees:

Center for Corporate Training & Community Education Registration Form*

Please be advised that, if there are any, additional fees may be applied to your bill. Anyone who registers, in any acceptable way, and fails to attend classes is still subject to full tuition and fee charges. Students must officially drop or withdraw from class in order to be reimbursed according to the published refund schedule. All courses must be paid in full at time of registration. This form may be mailed to address as indicated above or faxed. To fill out: Save this file to your desktop as a .pdf and open the .pdf version on your desktop; enter the required information into the form, print the form and sign the one (or two for credit card payment) field(s) on the printed form. The phone numbers and email addresses entered on this form will be used for the College's emergency notification system. Please contact the Office of Public Safety for more information or to opt out of the system.

REGISTRATION IS EASY!

1. First Name: _____ Last Name: _____
2. Social Security Number (Optional): _____ Birth Date: _____ Gender: M ___ F ___
3. Home Phone: _____ Cell Phone: _____ Business Phone: _____
4. Ethnic Group: American Indian or Alaskan Native ___ Hispanic / Latino ___ White ___ Asian ___
Cape Verdean ___ Black / African American ___ Native Hawaiian or Pacific Islander ___
5. Permanent Address (City/State/Zip): _____
6. Mailing Address (If different from above): _____
7. Email Address: _____ Country of Citizenship: _____
8. Military Status: Active Military ___ Active Reserve ___ Veteran ___
9. Semester and Year: Fall 20 ____ Winter 20 ____ Spring 20 ____ Summer 20 ____
10. Signature: _____ Date: _____
If under 18, signature of parent/guardian: _____ Date: _____

Office of The Registrar

50 Oakland Street, Wellesley Hills MA, 02481
Email: registrar@massbay.edu
Phone: 781.239.2550
Fax: 781.239.2525
TTY: 781.239.2513

19 Flagg Drive, Framingham MA, 01702
Email: registrar@massbay.edu
Phone: 508.270.4050
Fax: 508.872.4067
TTY: 781.239.2513

*Registration forms should be delivered for priority registration to Scott Szczebak, Director of Human Resources, by September 15, 2016

Program Offerings for Town of Wellesley Employees

Through our partnership with the Town of Wellesley, Massachusetts Bay Community College will be offering the following community education courses. Course tuition will be free for the employee and paid by the Town of Wellesley.

Please check off which classes you would like to take.

<input checked="" type="checkbox"/>	Course Subject & Number	Section Number	Course Title	Days	Time	Campus
	CU104-302		AHA Heartsaver CPR with AED (Adult, Child, & Infant)	TH	6:00-9:30PM	WEL
	WK212-300		Healthy Body, Healthy You	M	6:30-8:30PM	WEL
	CU253-300		Understanding Diabetes and Taking Control	M	6:30-8:30PM	WEL
	CU254-300		Sugar Busters	M	6:30-8:30PM	WEL
	AP112-300		Conversational Spanish	W	6:30-8:30PM	WEL
	CC25-300		Introduction to Word 2016	TH	5:30-8:30PM	WEL
	CC35-300		Introduction to PowerPoint 2016	TH	5:30-8:30PM	WEL
	CC30-300		Introduction to Excel 2016	TH	5:30-8:30PM	WEL
	WK57-300		Effective Communication Skills	T	5:30-8:30PM	WEL
	WK59-300		Conflict Management	T	5:30-8:30PM	WEL
	WK60-300		Stress management	T	5:30-8:30PM	WEL
	WK61-300		Professional & Business Etiquette	T	5:30-8:30PM	WEL
	WK62-300		How did that happen? Accountability Training	T	5:30-8:30PM	WEL
	WK63-300		What Makes a Leader?	T	5:30-8:30PM	WEL
	WK58-300		Effective Communication Skills in a Multi-Generational Workforce	T	5:30-8:30PM	WEL
	WK42-300		Procrastination & Time Management to Increase Effectiveness and Efficiency	T	5:30-8:30PM	WEL
	WK64-300		Negotiation for Optimal Outcomes	T	5:30-8:30PM	WEL
	WK65-300		Balance & Beyond	T	5:30-8:30PM	WEL