

WORK SHOPS AT MASSBAY

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FALL 2021
ONLINE
WORKSHOPS

10.27.21

LEADERSHIP BALANCING ACT:
WORK, FAMILY, LIFE BALANCE

10.6.21

GROWING PAINS: STAYING
POSITIVE IN TIMES OF GROWTH
AND CHANGE

11.3.21

WORKING PRODUCTIVELY
IN A TEAM

10.13.21

LISTEN AND COMMUNICATE SKILLS

11.10.21

INTERPERSONAL & BUSINESS
COMMUNICATION

10.20.21

CULTURAL & BIAS AWARENESS

contact us

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GROWING PAINS: STAYING POSITIVE IN TIMES OF GROWTH AND CHANGE

Description: Team leaders must stay attuned to the evolving network of relationships that make up teams. It is inevitable that a team will experience a wide array of tensions as the relationships are tested with pressure resulting from factors like turn over, new hires, external demands, internal disputes, production changes, etc. It is important then that leaders stay sensitive to team dynamics and manage team conflict before it escalates.

LISTENING AND COMMUNICATION SKILLS FOR LEADERS

Description: Being a good listener is more than just hearing someone else talk. It's about attending and being fully present, body language, how and when to respond, and what is helpful and what is not in the appropriate setting. This workshop will review skills and strategies for leaders to promote and model helpful listening skills and being productive helpers when it comes to issues like problem solving venting, consoling and offering guidance.

CULTURAL & BIAS AWARENESS

Description This workshop explores the many dimensions of diversity and works to build a common awareness as it relates to a multicultural community covering a broad definition of diversity including (but not limited to) characteristics as ethnicity, age, generational dynamics, religion, disability, sexual orientation, values, personality characteristics, morals, work ethic, education, marital status, and beliefs. When it comes to cultural and bias awareness open and honest discussions on these topics, as well as basic history and context are necessary and often neglected.

LEADERSHIP BALANCING ACT: WORK, FAMILY, LIFE BALANCE

Description: How do they do it? Managing the demands of a busy life with family and a job is not an easy task. Being a leader at your job makes it that much harder! Find out how to use strategies to balance time management and stress management skills so that you can be the leader you want to be. In this workshop, you will learn skills to enhance quality of life.

WORKING PRODUCTIVELY IN A TEAM

Description: A company's success is the result of many people working toward a common goal. When employees can synthesize their varied talents, everyone wins. Being able to collaborate well with co-workers strengthens the quality of work produced. Employers look to team players to help build a friendly office culture, which helps retain employees and attracts top talent.

INTERPERSONAL & BUSINESS COMMUNICATION

Description: Interpersonal skills, also known as people skills, are related to the way you communicate and interact with people. When employers are hiring, interpersonal skills are one of the top criteria used to evaluate candidates. In this class, communication skills and business etiquette will be a focus within the discussion.

To register:

Use online registration form found at www.massbay.edu/registercpwd

Return the registration form:

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