



CAREER & TECHNICAL EDUCATION

Rowan College of South Jersey

Workshops on Wednesdays (W.O.W.)

Join us for virtual zoom sessions

March – It's Time to get it Together

Power Tips to Prioritize Your Time

3/2/2022 & 3/9/2022 9am-12pm

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganization. Many people find that they flit from one task to another, trying to get everything done, but often falling short. In this workshop, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people.

Successfully Managing Change

3/23/2022 & 3/30/2022 9am-12pm

Change is something that excites people who love opportunities for growth, to see and learn about new things, or who like to shift the status quo. Some changes, however, are harder to adjust to and lead to expressions of resistance and anger. We can take concrete steps to make change more palatable by understanding people's hesitation, enlisting the help of others, setting up plans, and managing stressors. These steps can also ensure that desired changes are implemented successfully. In this workshop, you will learn to manage and cope with change and how to help those around you, too.

April – Working Better Together

Developing High Performance Teams

4/6/2022 & 4/13/2022 9am-12pm

Success as a manager is heavily influenced by how well your team operates and what kind of results they achieve. Is your team able to solve problems? Can they resolve conflict? Are they enthusiastic and motivated to do their best? Do they work well together? This three-day workshop is designed for participants who want to develop their team leadership skills and unleash the talent of their individual team members.

Managing Virtual Teams

4/20/2022 & 4/27/2022 9am-12pm

Virtual workers and virtual teams are an essential part of today's workforce. More than ever, people are using technology to work anywhere, anytime. In this course you will create a virtual workplace strategy, plan and lead virtual meetings, use technology to support your virtual workplace.

Use this link to register for classes:

<https://cccnj.gosignmeup.com/Public/Course/Browse>

Additional classes on Page 2

**Grant Funded
Training for New
Jersey Employees
No Cost to
qualified
attendees**

**Attendees must
attend all days of
scheduled training
to be eligible for
the grant.**

**Public & State
employees, and
unemployed
persons are not
eligible for this
grant funded
training.**

**Must be a New
Jersey registered
business.
(FEIN required)**

**Employees must
work a minimum
of 20 hours per
week to be
eligible.**

**Questions?
Please contact**

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May – Spring into Your Creativity

Thinking Outside the Box

5/4/2022 & 5/11/2022 9am-12pm

Creative thinking and innovation are vital components in both our personal and professional lives. However, many people feel as though they are lacking in creativity. While some people seem to be simply bursting with creativity, others find it a struggle to think outside the square. If you fall into the latter category, it is important to understand that boosting your creative and innovative abilities takes practice. Recognizing and honing your own creative potential is a process. That's what this workshop is all about.

Creative Problem Solving

5/18/2022 & 5/25/2022 9am-12pm

Successful problem solvers tend to use the same type of process to identify and implement the solutions to their problems. This process works for any kind of problem, large or small. This workshop will give you an overview of the entire creative problem-solving process, as well as key problem-solving tools that you can use every day. Skills such as brainstorming, information gathering, analyzing data, and identifying resources will be covered throughout the workshop.

June – It's a Hot Topic Your Communication Skills

Communicating across Generations

6/1/2022 & 6/8/2022 9am-12pm

There are currently five generations in the workforce. Only a few short years ago employers who were expecting to be faced with mass retirements are now looking at accommodating workers who cannot afford to retire or are simply healthy and happy enough they'd like to stay at work. In this workshop, we will identify where the generation gap issues surfaces, describe and apply language that is specific to each generation currently in the workplace.

Listening with a Purpose

6/15/2022 & 6/22/2022 9am-12pm

Communication skills are at the heart of everything we do each day, whether at home, at work, or at play. Active listening encompasses the best of communication, including listening to what others are saying, processing the information, and responding to it in order to clarify and elicit more information. This workshop will help participants develop and practice their active listening skills.

Use this link to register for classes:

<https://cccnj.gosignmeup.com/Public/Course/Browse>