

## 2018 Talent Development Courses Q2

Course Name	Duration	Course Dates	Time	Location	Description
Problem Solving and Decision Making	1 Day	Friday, April 13, 2018	8:30am - 4:30pm	347 Madison 5th Fl	This workshop will guide participants through a problem-solving process, which includes learning how to define the problem and learn how to use a variety of problem solving techniques to generate solutions and make a decision.
Embracing Change	1/2 day	Tuesday, April 24, 2018	1:00 pm -4:30 pm	347 Madison 5th Fl	Change is a complex process which moves in stages and can impose challenges in a working environment. In this course, employees will review the lessons based on research and their own experience, then apply insights to them to change situations they are currently facing.
Time Management-Maximizing Productivity	1 Day	Thursday, April 26, 2018	8:30 am - 4:30 pm	Stamford 3rd Floor Conf. Room	Productive employees set goals, establish priorities, and manage time efficiently. This course will help prioritize information and accomplish their best work in the shortest time.
Business Grammar	1/2 Day	Wednesday, May 02, 2018	8:30 am -12:00 pm	347 Madison 5th Fl	This course relies on individual and collaborative exercises designed to establish a foundation on which employees can refresh and build their grammar skills. Employees work on numerous exercises in sentence structure, pronoun and verb usage, word choice, and punctuation.
Writing Effective Emails	1/2 Day	Wednesday, May 02, 2018	1:00 pm -4:30 pm	347 Madison 5th Fl	This course provides the tools to present clear, concise, courteous and correct emails. It is a fast –paced but easy to follow course that helps manage the daily flood of emails and ensures that they are purposeful and reader-focused.
Project Management Basic	2 Day	Tuesday, May 08, 2018 Wednesday May 09, 2018	8:30 am - 4:30 pm	New Haven CCO Building 345 - C	This course is designed for participants whose primary job is not project management, but who manage projects on an informal basis. Also designed for anyone who is considering a career path in project management and wants a complete overview of the field. Participants will have hands-on exercises to apply the recommended skills to their "real" projects.
Conflict Management	1/2 Day	Thursday, June 14, 2018	8:30 am -12:00 pm	NWP C & S Building Room 2	Conflict doesn't have to be a negative experience, and is a necessary part of our personal growth and development. This course will look at stages of conflict and strategies to remedy workplace conflict with, and among employees.
Communicating for Results	1/2 Day	Thursday, June 14, 2018	1:00 pm -4:30 pm	NWP C & S Building Room 2	Listening and giving feedback to others is critical. This course helps improve communications with colleagues, managers, and others, by analyzing listening styles and our communication's impact on others.
Project Management Intermediate	2 Day	Wednesday, June 20, 2018 Wednesday, June 21, 2018	8:30 am - 4:30 pm	347 Madison 5th Fl	This course is any individual who needs to perform project management activities in their job role on either a formal or informal basis, or any project team members who want to enhance their knowledge of project management in order to interact more productively with a project manager and perform more effectively on a project team. Topics from the Basic and Intermediate classes are covered in more depth. This course introduces the Project Management Process Groups and covers the Knowledge Areas processes in greater depth in compliance with the Project Management Institute. Participants will have hands-on exercises from a case study to practice these new skills.
Resume Writing	1/2 Day	Wednesday, June 27, 2018	8:30 am -12:00 pm	Graybar 7T	A great resume is the key to getting the interview. In this course, employees will have the opportunity to craft or update their current resume. We'll take a detailed look at each section of the resume and provide information about how to maximize experience and qualifications.
Interview Skills	1/2 Day	Wednesday, June 27, 2018	1:00 pm -4:30 pm	Graybar 7T	This course looks at the preparation required before an interview and gives insight into telephone, panel, and behavioral-type interviews. This course aims to help employees answer the most common and sometimes challenging questions with ease.