

Course Name	Date	Time	Location	Class Description
Project Management <u>Basic</u> (2 day)	October 17 and October 18	8:30 am - 4:30 pm	347 Madison 5 th Fl. Boardroom	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.
Managing Stress	October 19	8:30 am - 4:30 pm	Harmon Room 7	Employees will gain the knowledge to recognize the symptoms and sources of stress. They will learn different ways to manage stress which will benefit them, their co-workers and their team.
Effective Writing Processes	October 30	8:30 am - 4:30 pm	347 Madison 5 th Fl. Boardroom	This course will help employees write efficiently, determine the most important qualities of effective writing, organize their ideas for a solid structure, and express information in a focused, powerful style.
Business Grammar	November 7	8:30 am - 12:00 pm	347 Madison 5 th Fl. Boardroom	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.
Managing Meetings and Presentations	November 7	1:00pm – 4:30 pm	347 Madison 5 th Fl. Boardroom	Employees will learn to plan meetings and presentations purposefully, create focused presentations, manage their audience with authority, and stick to the objectives of meetings.
Project Management <u>Intermediate</u> (2 day)	November 8 and November 9	8:30 am - 4:30 pm	347 Madison 5 th Fl. Boardroom	The target student for 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.
Emotional Intelligence	November 15	8:30 am - 4:30 pm	New Haven CCO Building Room B - 345	Emotional Intelligence is vital to being an effective and high-performing member of any team. Employees will understand the connection between emotions and actions and learn to apply these skills to various work situations.
Resume Writing	December 14	8:30 am - 12:00 pm	Graybar 12A	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 their experience and qualifications.
Interview Skills	December 14	1:00 pm - 4:30 pm	Graybar 12A	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.