Q. Can you train someone to have a good attitude?
A. YES! You can teach techniques to have a good attitude. One just needs to learn that attitude is a choice and negative attitudes in an office can be a cancer. Smile, treat others like you want to be treated, help to create a positive environment, use kind words, seize opportunities and keep your sense of humor!

Q. Can you reduce the stress in your work life?
A. YES! Stop comparing yourself to others, communicate with others, list your advantages, keep your sense of humor, adapt to change, exercise, and most importantly take a few minutes a day for YOU!

Sign up for Professional Development! And smile!!
October

10/7 – (1 pm–4 pm)
The 7 Habits Maximizer
Session One of Two
The 7 Habits Maximizer workshop offers past 7 Habits graduates a way to extend and reinforce the timeless principles that have helped them begin to reshape their lives. This extension program helps participants “hardwire” their commitment to principles of effectiveness, which in turn improves the dynamics of your organization. As individuals deepen their understanding of these bedrock principles, they internalize the lessons and develop a renewed commitment to them.

10/15 – (9 am–3 pm)
The 7 Habits of Highly Effective People
Session One of Three
Learn how to take the lead in making positive changes and embrace principles that dramatically increase effectiveness on the job and in your personal life. Problems caused by ineffectiveness cannot be solved with the same ineffective thinking that created them. Learn the power of effectiveness. Participants must attend all three sessions in order to complete the course successfully. (Limited to 10 participants.)

10/16 – (9 am–12 pm)
The 7 Habits of Highly Effective People
Session Two of Two
You must have attended Session One.

10/17 – (11 am–12:30 pm)
Administrative Professional’s Affinity Group Meeting

10/29 - (11 am–12 pm)
Social Media
Learn the pros and cons of Social Media in the workplace.

10/30 - (9 am–12 pm)
FISH!
This is a skill building concept that provides the process, tools, and language to generate the skills necessary to design a workplace full of inspiration, creativity, and innovation! FISH improves your culture by using simple practices.

October (cont.)

10/31 - (9 am–3 pm)
The 7 Habits of Highly Effective People
Session Two of Three
You must have attended Session One.

November

11/4 – (1 pm–4 pm)
The Multi-Generational Workplace
Participants will gain a better understanding of the four generations that make up the current workforce - Veterans, Baby Boomers, and Generations X and Y. Identify the challenges of working with multiple generations, and learn techniques that foster respectful communication and positive interaction with all groups.

11/12 – (9 am–3 pm)
The 7 Habits of Highly Effective People
Session Three of Three
You must have attended all sessions.

11/13 – (9 am–12 pm)
DiSC
Learn about an effective tool that helps for understanding the behavioral tendencies of yourself and the people you interact with each day. DiSC is a four quadrant behavioral model, which is used to enhance the effectiveness of communication with others.

11/14 – (11 am–12:30 pm)
Administrative Professional’s Affinity Group Meeting

11/18 – (1 pm–4 pm)
Who Moved My Cheese?
This class has amazing ways to deal with change in your workplace and in your life. Come hear the story of four characters living in a “Maze” who face unexpected change when they discover their “Cheese” has disappeared.

11/19 – (1 pm–2 pm)
Snack & Study Series
Delivering Excellent Customer Service
This workshop will provide the who, what, when, where, and how we deliver customer service in order to represent the Island University!

11/25 – (9 am–12 pm)
Business Etiquette
This workshop provides guidelines for common business etiquette, how to show respect for yourself and others, how to establish positive connections with anyone, and how to choose polite and positive responses to rude behavior.

December

12/3 – (9 am–12 pm)
Now, Discover Your Strengths
This revolutionary workshop shows how to develop your unique talents and strengths and those of the people you work with. Come discover your true strengths!

12/11 – (11 am–12:30 pm)
Administrative Professional’s Affinity Group Meeting

12/16 – (11 am–12 pm)
Snack & Study Series
Cultivating Initiative
This workshop will help you understand how to motivate yourself, think for yourself and promote positivity in our Island atmosphere. Come have a snack and gather some tools to take back to your office to demonstrate your initiative at TAMUCC!

12/19 – (1 pm–4 pm)
Managing Stress
Explore strategies for managing stress and minimizing its effects. This workshop provides a look at the stress cycle and discusses how to effectively intervene at each step in the cycle.

See you in the spring for more exciting workshops.