HR Professional Development Center
Spring 2023

**Being an Effective Team Member**
Effective teams are key to providing quality service and remaining competitive. This interactive seminar focuses on each individual team member’s responsibility to improve their productivity and value through the contribution of new ideas. The facilitator will define the purpose and characteristics of teams, discuss individual behaviors that contribute or detract from team success, and outline specific tips and techniques to become a more effective team member.

**Wednesday February 8, 2023**
10:00AM to 11:00AM

[Register Here](#)

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**Business Etiquette**
What is business etiquette, and what are some potential problems for workplaces that ignore this key behavior? This workshop reviews skills that staff in all work settings must learn to adopt and practice. Topics include best practices for telephone, cell phone and email communications, dressing for success, and avoiding cross-cultural pitfalls.

**Tuesday March 21, 2023**
2:00PM to 3:00PM

[Register Here](#)

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**Communication Improved; Conflict Reduced**
Effective communication is essential not only for our professional lives, but for our personal lives as well. This interactive workshop focuses on non-verbal communication, active listening skills and identifying barriers to effective communication. It explores how we can learn to effectively resolve conflicts and prevent conflict from occurring, through a greater understanding of conflict styles and methods of communication.

**Thursday April 20, 2023**
Leading Effectively in Changing Times
In today’s uncertain environment, many leaders face additional challenges. Whether working remotely or in the workplace, employees continue to look to managers and supervisors to navigate the challenges they encounter. By thinking and planning to address potential hurdles, it’s possible to lead by example and effectively set the tone for those you work with. Join us as we explore strategies for leading effectively during challenging times, coping while managing others and approaching situations with empathy and accountability.

Wednesday, May 3, 2023
10:00AM to 11:00AM

Register Here