Essentials of Project Management
The Essentials of Project Management Workshop is open to participants who want to build or enhance their project management skills and gain useful tools that can be used immediately. Topics including planning, communication, multi-tasking and goal setting are presented in a practical, easy-to-understand format. Customized case studies align the concepts with Quinnipiac’s workplace.
Learning outcomes will include Key Steps in Project Management, Planning and Prioritizing, Dividing a Project into Phases, Effective Meetings, Influencing without Formal Authority and Tips for Multi-Tasking.

Thursday, March 18, 2021
10:00AM to 11:15AM

Register Here
After reregistering, you will receive a confirmation email containing information about joining the session.

Managing & Motivating for a Successful Workplace
This workshop is designed for anyone in a position of leadership. It reviews the challenges of leading people, and identifies the characteristics of a successful supervisor. Through various role-playing scenarios, it illustrates how effective leaders approach performance issues, develop relationships and show respect during confrontations.

Tuesday, March 30, 2022
10:30AM to 11:30AM

Register Here
After reregistering, you will receive a confirmation email containing information about joining the session.

Being an Effective Team Member
Team building has been recognized by many organizations as a key factor in providing quality service and remaining competitive in today’s market. The strongest team members can contribute in significant ways to their organization’s success. By improving their own productivity while contributing creative ideas, team members play a key role in helping to retain customers as well as talented team members. This interactive seminar focuses on the individual responsibility of each team member and their effectiveness. The facilitator will define the purpose and characteristics of teams, discuss individual behaviors that contribute or detract from team success, and discuss specific tips and techniques to be a more effective team member.

Tuesday, April 27, 2021
2:00PM to 3:00PM
Register Here
After reregistering, you will receive a confirmation email containing information about joining the session.

Leadership Communication
Effective communication is one of the most important and powerful tools used by every successful leader. With effective training, leaders can maximize the positive impact their communication style and message has with all audiences, including employees and external audiences.

In this interactive workshop, Leadership Communication participants will assess and analyze their own communication styles and tactics to leverage the advantages of each style. Additionally, all elements of professional communication, from planning to time, place and desired outcomes will be reviewed and discussed. In the end, participants will be more aware of and purposeful with the words they use and the channels and styles they choose to understand and be understood.

Thursday, April 29, 2021
1:00PM to 2:15PM

Register Here
After registering, you will receive a confirmation email containing information about joining the meeting.

Multi-tasking & Juggling Multiple Priorities
In today’s environment, it is important that employees effectively multi-task and juggle multiple priorities. Shifting tasks requires the ability to stay organized and not become overwhelmed. This workshop provides practical tips and techniques that can be put to use immediately. Participants learn to work smarter, not necessarily harder. Participants learn how to organize their day so that it is more productive and less stressful.

Tuesday, May 4, 2021
10:00AM to 11:15AM

Register Here
After registering, you will receive a confirmation email containing information about joining the meeting.

Building a Successful Team
What is it about some teams that make them successful, while other teams are not? This session will drill down on the stages and dynamics of Team Building. The focus will be on how to get your team to FORM, STORM, NORM and PERFORM, resulting in more motivated and encouraged team members. Managers will learn the importance of respecting different opinions, approaches, styles and how to manage conflict effectively.

Wednesday May 26, 2021
10:00AM to 11:00AM

Register Here
After registering, you will receive a confirmation email containing information about joining the meeting.