The Professional Development Center

Spring 2010 Workplace Success

Classes meet 8:30-4:30 (unless otherwise indicated)
Location: Wake Center 300 N. Turnpike Room 28

Tuesday January 26  8:30-12:45  $12.80
PRO 119 Understanding Different Personality Styles

Tuesday February 2
PRO 103 Time Management

Tuesday February 16
PRO 102 Business Writing

Tuesday March 2 & 9  $31
PRO 133 Supervision Institute

Tuesday April 6
PRO 104 Communication in the Workplace

Tuesday April 27
PRO 155 Teamwork & Generational Diversity

Classes cost $18
(unless otherwise indicated)

Enrollment is Easy!

Email or call
Kathy Rowley
rowley@sbcc.edu
683-8284

Preregistration Required
Payment by Check Only

www.sbcc.edu/pdc
Course Descriptions

PRO 119 Understanding Different Personality Styles (.3 Unit)
Exploration of participant’s own behaviors and personality styles, while learning to adapt one’s behavior to be effective with other personality styles in a variety of work situations.

PRO 103 Time Management (.5 Unit)
In this class you will discover & explore the grooved patterns of behavior around your organizational habits to identify specific strategies for you to better manage information flow in the form of email, papers, work space & time management. You will learn at least 3 new things that you can immediately start implementing into your life that will increase your productivity and efficiency. Additionally you will identify time wasters and gain awareness of basic time management principles, ideas and tools.

PRO 102 Business Writing (.5 Unit)
Develop effective and professional writing skills with understanding of proper business tone and formatting, along with organizing information for written communications, including letters, memos and emails.

PRO 133 Supervision Institute (1 Unit)
As a participant in this class you will learn leadership practices of supervisors and develop interpersonal communication skills needed for effective supervision. You will gain and develop feedback skills to give at a performance evaluation and learn how to create a motivational environment for staff. Techniques for handling tough situations and for conflict resolution will be presented.

PRO 104 Communication in the Workplace (.5 Unit)
Learn to listen more effectively, communicate so you are heard and develop an understanding of your own style. Change the interactions that frustrate you, say no when you must and make sure your words, tone and body language send the right message.

PRO 155 Teamwork & Generational Diversity (.5 Unit)
Participants gain an understanding of the elements and dimensions of culture to meet the challenges and integrate the strengths of cultural differences in the workplace.

All classes earn college credit and will appear on your SBCC college transcript upon class completion. Classes earn Pass/No Pass credit. For information on ordering transcripts either call 965-0581 ext 7222 or go to www.sbcc.edu/transcripts.

For more information contact:
Kathy Rowley
rowley@sbcc.edu
683-8284

Classes are held at The Selmer O. Wake Center, Room 28
300 N. Turnpike Rd.
Santa Barbara
Pre-registration is required
Payment by check only