Spring 2015 Professional Development Courses

Business Writing for Professionals
Business Writing for Professionals will show you how to write effective business communications that will persuade and inform your readers. You will untangle the writing process and break it down into a handful of straightforward steps that will help you communicate with clarity and ease. You'll learn to organize thoughts and present messages in a way that earns respect, credibility and achieves positive results.

- **Date**: March 17, 2015
- **Location**: BRB 253
- **Time**: 1:30 PM – 4:30 PM

For more information or to register, [click here](#).

Giving & Receiving Feedback
Address situations in the moment and effect behavior change; provide feedback in a constructive fashion - focusing on improvement rather than criticism; be genuine and authentic when providing feedback to recognize excellent performance; Receive feedback as an opportunity to jointly explore options and solutions; be “invited” to provide feedback.

- **Date**: April 8, 2015
- **Location**: SCTR 9-146AB
- **Time**: 9:00am-12:00pm

For more information or to register, [click here](#).

Clear Communication
This workshop outlines the communication process and presents techniques that can make a dramatic change in your ability to communicate effectively and competently while interacting with others. Topics include barriers to effective communication, recognizing the importance of non-verbal communication, understanding and practicing effective listening, and developing tools for more effective communication.

- **Date**: May 7, 2015
- **Location**: TBA
- **Time**: 9:00am-12:00pm

For more information or to register, [click here](#).
10 Tips to Make your Boss your Biggest Fan

What do you need to do to be a star in your boss' eyes? Doing your job well is only half the picture. Let us walk you through ten tips for making your boss your biggest fan!

- **Date:** March 31, 2015
- **Location:** BRB 253
- **Time:** 12:00pm – 1:00pm

For more information or to register, [click here.](#)

Stress Management in the Workplace

In this session, we will explore how stress impacts us and learn strategies and techniques to reduce and manage stress in our lives and on the job.

- **Date:** April 29, 2015
- **Location:** BRB 253
- **Time:** 12:00pm – 1:00pm

For more information or to register, [click here.](#)

Cover Letters that Get Results

A well written cover letter gives you that great opportunity to communicate your 'match' to the position and your 'fit' to the organization. Come to this session to learn the steps to creating a powerful cover letter.

- **Date:** May 20, 2015
- **Location:** TBA
- **Time:** 12:00pm – 1:00pm

For more information or to register, [click here.](#)

Building a Great Resume

In this competitive job market, it's critical that your resume stands out in the crowd. Learn to organize information, highlight important details, and describe your role in a way that markets you for future opportunities.

- **Date:** June 24, 2015
- **Location:** TBA
- **Time:** 12:00pm – 1:00pm

For more information or to register, [click here.](#)