Embracing Workplace Diversity through Self-Awareness Workshop

Participants will gain insight into the value of workplace diversity through personal assessment, group discussion, and awareness of diversity dimensions. Session topics include adapting personal behaviors for better communication and problem-solving, embracing diversity as a source of organizational strength, and recognizing the impact of diversity in the workplace.

**Wednesday, March 18**
10:00 am--11:30 am
NMB Room 210
Dr. Delores Smiley, Facilitator

Time Management Workshop

This workshop is designed to assist in planning and organizing the workday. Attendees will discover ways to meet deadlines and prioritize tasks by using effective time management skills. Through practical activities, employees will be provided with useful techniques to manage incoming and outgoing calls, respond to emails, and handle scheduled meetings, as well as unexpected interruptions. These strategies will empower individuals to regain control of time through increased productivity and reduced stress.

**Tuesday, March 24**
10:00 am--12:00 pm
NMB Room 210
Sonia Smith & Dianne Aucamp, Facilitators
Office Communicator 2007 Training

Office Communicator 2007 is a unified communications system that allows users to be more productive by enabling them to communicate and collaborate easily with others in different locations or time zones using a range of different communication options. This system is integrated with programs across the Microsoft Office system. Everyone is encouraged to attend one of the upcoming hands-on training sessions.

Thursday, March 12
2:00 pm--3:30 pm
NMB Education Building, Room 306
Sonia Smith & Dean Khialani, Trainers

Wednesday, March 25
2:00 pm--3:30 pm
NMB Education Building, Room 306
Sonia Smith & Dean Khialani, Trainers

**************COMING IN APRIL**************

- Business Writing Skills
- Communicating with Diplomacy
- Recruitment and Retention of Quality Employees

To register or receive additional information about any of the upcoming workshops or training classes, please contact Sonia Smith, Executive Director of Training at sonjas@nova.edu or call Ext. 28520.