Wardrobe Diaries: Color-Coding Your Wardrobe

The professional image development workshop series continues with the exploration of the meaning of colors in professional attire, and how they influence what we wear. Attendees will gain insight into what colors mean, and how to blend the right colors, and incorporate personal style into color combinations. There will also be in-class challenges and hands-on exercises to allow attendees to further apply their color-coding skills.

Wednesday, June 3
10:00 am—11:30 am
NMB Main, Conference Room A
Sonia Smith, Facilitator

Conducting Successful and Productive Meetings

This workshop provides strategies for planning and facilitating meetings that are guaranteed to save time and achieve desired outcomes. Participants will uncover winning techniques deciding if meeting is necessary, establishing a purpose and objectives, preparing to facilitate effectively, and hosting a productive meeting in which attendees can walk away with realistic follow up and action items.

Wednesday, June 10
2:00 pm—4:00 pm
NMB Main, Room 210
Maureen Simunek-Appelt, Facilitator

Approaching Diversity Dialogue: This is My Story

The Diversity training series presents This is My Story. This workshop is designed to further engage employees in diversity dialogue through learning. Attendees will be able to build on previous diversity workshops and make the transition from theory to action. Through panel and audience discussions, personal experiences will be shared and self-directed learning will be fostered using openness, interaction, and humor. Fischler employees will serve as panel members.

Wednesday, June 17
10:00 am—11:30 am
NMB Main, Room 210
Dr. Debra Nixon, Facilitator
Microsoft Excel 2007 Training- Level II (Advanced)

This workshop is designed for advanced users of Microsoft Excel 2007. Power-user skills are learned through introduction and hands-on practice with large spreadsheets and formulas. Upon completion of this class, trainees will:

- Quickly locate, find, and replace data within a worksheet.
- Sort data within a worksheet using various techniques.
- Create comments and delete comments in a worksheet.
- Freeze labels within a workbook.
- Use mathematical functions.
- Search for and create explicit formulas.
- Calculate and create named ranges and relative and absolute references.

Tuesday, June 23
9:30 am—11:30 am OR 2:00 pm—4:00 pm
NMB Education, Room 304
Rebekka Garvey, Trainer

REGISTER TODAY!

........Coming in July........

- Crime Prevention Workshop: Identity Theft & Personal Safety
- Golden Personality Assessment and Debrief Workshop
- Office Communicator 2007 and Live Meeting 2007 Training
- Training Website Launch

To register or receive additional information about any of the upcoming workshops or training classes, please email the Office of Training and Organizational Development at fsetraining@nova.edu or call Sonia Smith, Executive Director of Training, at Ext. 28520.