“Thinking in the Green and Blue Zones”

Blue and Green HBDI Thinking Preferences indicate unique characteristics distinct from the right side of the brain. Learning how to capitalize on your strengths, communicating with your family, friends, and coworkers, and conflict management are features of this workshop. Broadening your repertoire of skills in your least preferred mode will also be discussed. *For Griffin Road-based employees.

Wednesday, June 9
10:00 am—12:00 pm
UPP South, Room 515
Dianne Aucamp, Facilitator

Office of International Affairs (OIA) Information Sessions

The Office of International Affairs (OIA) will hold two information sessions in NMB. The purpose of this workshop is to enhance awareness and ultimately improve the quality of information and the services offered for our international students. Anyone who interacts with international students would benefit from this workshop.

Tuesday, June 15
10:00 am—11:30 am AND 2:00 pm—3:30 pm
NMB Main, Ballroom
Dr. Anthony DeNapoli & Alejandra Parra, Presenters

Enhancing Your Presentation Skills

This professional image development workshop highlights the value of improving presentation skills in any business setting. Through practice exercises and useful tips, you are guaranteed to improve your presentations almost immediately. The workshop will address how to:

- Overcome nervousness and reduce anxiety using simple relaxation techniques.
- Project your voice clearly and communicate with clarity.
- Balance verbal and nonverbal skills to enhance impact.
- Respond professionally and appropriate to audience questions.
- Handle equipment issues and other unforeseen mishaps.

Wednesday, June 23
10:00 am—11:30 am
NMB Main Bldg., Conference Room A
Sonia Smith, Facilitator
Managing Stress in Your Everyday Life

Are some days easier than others? Do you sometimes find sleeping a problem? Is being impatient with others getting in your way? Are you frequently tired? These could be hidden symptoms of stress in your life that you don’t even know exist. Managing stress is the key to feeling better, being happier, working more effectively, and maintaining positive relationships at home and in the workplace. This workshop will empower you to identify the symptoms and causes of stress. You will also learn strategies to minimize and cope with stress. We will also explore the role that your HBDI Thinking Preferences play.

Wednesday, June 30
10:00 am—12:00 pm
NMB Main Bldg., Conference Room A
Dianne Aucamp, Facilitator

Converting Excel Spreadsheets to Access Databases

This training class will teach trainees how to convert MS Excel spreadsheets into an MS Access database. This session is for anyone who has previously taken MS Access training.

At the end of this session, participants will be able to:
- Prepare data for exporting to MS Access.
- Import data from MS Excel into MS Access.
- Create queries and reports.
- Understand filters, queries, and reports.

Wednesday, June 30
10:00 am—12:00 pm
NMB Education Bldg., Room 304
Rebekka Garvey-Calliard, Trainer

****FACULTY TRAINING****

Synchronous Training (Online)

- Mon., June 7: 6:00 pm – 9:00 pm: BB Overview
- Wed., June 9: 6:00 pm – 9:00 pm: BB Collaboration and Assessment
- Mon., June 14: 4:30 pm – 7:30 pm: BB Overview
- Wed., June 16: 4:30 pm – 7:30 pm: BB Collaboration and Assessment
- Tues., June 22: 6:00 pm – 9:00 pm: BB Overview
- Thur., June 24: 6:00 pm – 9:00 pm: BB Collaboration and Assessment

*Blackboard Synchronous training is online. Participants must pre-register at fsetraining@nova.edu no later than June 2nd to attend. There are two separate required training sessions per block. Sessions are limited to 20 trainees. A message will be sent to all faculty.*
The Office of Training and Organizational Development announces the Training Information Profile System (TIPS). The TIPS database can provide employees with a summary of workshops attended. Please contact us if you would like your individual training profile.

Download resources, handouts, and more at our website: [http://fin.nova.edu/training](http://fin.nova.edu/training).

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**JULY**

- Business Writing: Addressing Common Concerns and Improving Your Skills
- Communication Skills
- Breakthrough Generator 360: An IDEAWorks™ Workshop
- Managing Your Time Effectively

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**REGISTER FOR TRAINING TODAY!**

To register or receive additional information about any of the upcoming workshops or training classes, please email the Office of Training at [fsetraining@nova.edu](mailto:fsetraining@nova.edu). Please obtain supervisor approval to attend.

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