

SJConnections

Course Number: ODHR 5330

Duration: 8 hours

New employee orientation for staff and administrators.
(Registered by Human Resources upon hire.)

ReConnect through CliftonStrengths

Course Number: ODHR 5550

Duration: 4 hours x 2 days = 8 hours total

This course provides full-time SJC employees who have been at the college for at least six months with a retreat-like experience as you explore the deeper meaning and application of your top five CliftonStrengths signature themes. Join employees from around the College as you explore the power and edge that your unique strengths give you, while learning about all 34 signature themes in the assessment. Through a process of Naming It – Claiming It – and Aiming It, you will emerge from your session with greater self-awareness and a plan for intentionally aiming your strengths to achieve SJC's Strategic goals and to live the SJC Mission and Values.

Lunch 'n' Learns

Monthly: First Thursday of every month (except June – August and January)

Join us from 12pm – 1pm for a Special Topic session facilitated by subject matter experts from around the College. Learn new skills, embrace the College's Values, and enjoy the camaraderie of learning with your peers. See Events calendar in Cornerstone for schedule and topics. Locations rotate between campuses.

Leading Effective Meetings

Course Number: ODHR 5338

Duration: 4 hours

This course will aid participants in understanding how to lead meetings that are more efficient, focused, meaningful, engaging, and produce high-quality results that support student success. By the end of this session, participants will be able to: determine when meetings are necessary and when they are avoidable. Identify strategies for how to plan and conduct effective meetings, learn how to better engage meeting participants, identify ways to hold team members accountable for the meeting's success, learn how to handle counterproductive behaviors at meetings, identify the importance of meeting minutes, action items and follow-up strategies.

Effective Meeting Minutes

Course Number: ODHR 5340

Duration: 2 hours

This course covers the role and responsibilities of a meeting minute taker. Specifically, how to distinguish and select pertinent conversations to record is practiced. Also, participants are guided on constructing draft and final meeting minutes.

Managing the Chaos: Time Management

Course Number: ODHR 5336

Duration: 4 hours

This course will aid participants in understanding how to manage shifting priorities and determine the order of task based on importance and urgency; making decisions based on analysis of the problem; effectively recognizing and using time management strategies.

Stress Management

Course Number: ODHR 5337

Duration: 4 hours

Are you managing stress or is it managing you? By the end of our time together, you will be able to: define stress, identify different sources of stress, explain the effects of stress, identify ways to reduce and manage stress, develop a stress management plan, and locate resources to help manage stress in the future.

Dealing With Difficult People

Course Number: ODHR 5346

Duration: 4 hours

All of us at some time in our lives must confront people with whom it is very difficult to get along, whether they are game-players, or themselves victims of stress, or simply have different personality types than ours. When we meet these people, we shouldn't just endure them but deal with them. This workshop is designed to help participants identify more effective ways to handle difficulties they experience with coworkers and customers in the workplace.

Customer Service: The Basics

Course Number: ODHR 5345

Duration: 4 hours

This course provides practical steps for providing excellent customer service, including first impressions, effective communication skills, professionalism and phone call management. You will also learn about best practices in Customer Service and how to transform your skills from providing good customer service to creating a positive customer experience

Resolving Workplace Conflict

Course Number: ODHR 5547

Duration: 4 hours

Most employees face conflicts on a daily or weekly basis, spending from 20 percent to as much as 80 percent of their working hours trying to resolve or contain them. With the right approach, most of these conflicts are entirely avoidable, unnecessary, or easily resolvable. During this seminar, participants will discover their conflict management style and learn strategies for resolving conflict at work. Attendees will reflect on their own perceptions of their behavior and learn about other options they can use in future conflicts when they arise.

Improving Work Relationships Through Better Communication Skills

Course Number: ODHR 5354

Duration: 4 hours

The ability to connect with others is a major determining factor in reaching your full potential. This workshop will help participants identify ways they can improve their work relationships through gaining active listening and responding skills, understanding differences in communication styles, interpreting body language, and identifying barriers to open communication.

Overcoming Fears: Achieving Greatness in Presentations

Course Number: ODHR 5431

Duration: 4 hours

Although public speaking is touted as one of the world's most powerful skills, it also lays claim as one of the most feared! This four-hour workshop is designed to endow participants with the tools necessary to overcome the anxiety connected with public speaking by concentrating on such elements as audience analysis, delivery dynamics, organization, composition and various speaking styles. The end result of this sequential process will be a more in-depth understanding of what it takes to be a more effective and powerful speaker as well as the provision of opportunities to present and gain immediate feedback from peers.

Presented by Regina Julian, Professor of Speech at Central Campus.

Exploring Emotional Intelligence: Improving Your World of Work

Course Number: ODHR 5355

Duration: 5 hours

Emotional Intelligence (EI) competencies are at the heart of effective workplace relationships and productivity. This seminar will provide an overview of EI concepts and participants will learn and practice the EI skills that are the core for achieving personal awareness, connecting with others, managing change, engaging healthy conflict and collaboration, building trust, and exhibiting resilience and optimism.

The current schedule for these course offerings is available on the Events Calendar (under the "Learning" tab) in Cornerstone. You may also search for the course in the search bar, located in the top right corner of the Cornerstone webpage.

Course listings as of 7/25/2018

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