



Personal Performance Workshop Series

Series Objectives

This series focuses on helping any employee develop foundational skills to improve their productivity and performance on the job. A discount will be applied for those that register and attend the entire series. By the end of the workshop series, participants will be able to:

- Apply critical habits to improve their personal productivity in the workplace
- Apply techniques to manage their time more effectively
- Manage simple projects to accomplish their work
- Apply techniques to build relationships with their manager and coworkers
- Present themselves confidently and competently when giving presentations in small or large groups

Audience: Entry-level to mid-career professionals

Workshop Schedule and Cost

Session 1:

Time Management	September 12	8a-12p	Cost: \$120	Lincoln Campus, Rm. 120
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Session 2:

Project Management	October 10	8a-12p	Cost: \$144	Lincoln Campus, Rm. 120
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Session 3:

Interpersonal Skills	November 7	8a-12p	Cost: \$120	Lincoln Campus, Rm. 120
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Session 4:

Speakers Training Camp	December 5 & 12	8a-5p	Cost: \$454	Lincoln Campus, Rm. 120
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For more information

Email: BusinessIndustryTraining@gaston.edu

Phone: 704.922.6447

Registration: Visit www.gaston.edu or <https://goo.gl/KbsPx1> to register; do a "Key Word" search for the session title and follow prompts.

1. Time Management

This interactive session is designed to create an awareness of what participants do day in and day out and help them handle these items effectively and efficiently.

Pre-work: Participants track their time for a maximum of one week prior to workshop.

At the end of this workshop, the participants will be able to:

- Describe how their work aligns to the organizational goals and values
- Analyze current effectiveness (with time management) and categorize tasks and activities that align with organizational goals/objectives
- Apply principles learned to everyday tasks and activities required for their role to make decisions on how to spend their time
- Identify and control major time wasters

2. Project Management

Most employees need to complete a project at one time or another. Participants of this workshop will become more confident in their ability to plan and carry out projects in the future.

Pre-work: None

At the end of this workshop, the participants will be able to:

- List and describe the steps to planning a project: SPEC – statement of work, project plan, execution, close
- Apply the steps to a real project

3. Interpersonal Skills

The Interpersonal Skills workshop will help participants work towards being that unforgettable person by providing communication skills, negotiation techniques, tips on making an impact, and advice on networking and starting conversations. The will also identify the skills needed in starting a conversation, moving a conversation along, and progressing to higher levels of conversation.

At the end of this workshop, the participants will be able to:

- Understand the difference between hearing and listening

- Know some ways to improve the verbal skills of asking questions and communicating with power
- Understand what is ‘non-verbal communication’ and how it can enhance interpersonal relationships
- Identify the skills needed in starting a conversation
- Identify ways of creating a powerful introduction, remembering names, and managing situations when you’ve forgotten someone’s name
- Understand how seeing the other side can improve skills in influencing other people
- Understand how the use of facts and emotions can help bring people to your side
- Identify ways of sharing one’s opinions constructively
- Learn tips in preparing for a negotiation, opening a negotiation, bargaining, and closing a negotiation
- Learn tips in making an impact through powerful first impressions

4. Speakers Training Camp

This workshop focuses on helping individuals present themselves more effectively. Participants practice and receive feedback throughout this interactive workshop.

Pre-work: There is homework between the eight-hour workshops to prepare for in-class presentations.

Participants receive, “101 Ways to Captivate a Business Audience” and a flash drive with their presentations to continue development afterwards.

At the end of this workshop, the participants will be able to:

- Cut their preparation time in half
- Organize their thoughts
- Rivet the audience with humor and stories
- Develop a dynamic and confident style
- Apply techniques for handling nervousness
- Handle questions with ease
- Master the 10 rules of PowerPoint
- Avoid the Top 10 Terrible Turn-offs
- Use our self-coaching system for life-long improvement
- Sell their ideas to a group