

aim  
**HIGH**  
achieve  
**MORE**



*Change is constant in today's business environment and lifelong learning is critical to keeping abreast of those changes. Our professional development courses and programs will keep you up-to-date with the newest trends and best practices you need to achieve success and satisfy your professional development goals.*

## Professional Development

### Classes

#### **Fearless and Fabulous Public Speaking**

*This course does not require you to present in front of the class.*

The 12 strategies you'll learn for becoming a fearless and fabulous speaker are effective, inspiring, easily understood and easily used. They'll help give you the steady voice and cool head you need to wow any crowd. Don't let your inability to speak publically compromise your goals. Make time for this life-changing lesson in fearless, fabulous public speaking.

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Tue., Oct. 20 and 27, (2 classes), 9 a.m. – noon.  
\$169. Facilitator: Don Crickard.

#### **The Basics of Editing **New!****

Are you expected to produce documents that are error-free and well-written? Is how you are perceived as a writer important to your image? If you want to produce the best documents possible and

avoid embarrassing errors, this is the workshop for you. This workshop will introduce you to a five-tiered editing system that in addition to being applicable to any type of document, will also save you time, money and ensure you send a clear message.

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Fri., Nov. 20 (1 class). 9 a.m. – 4 p.m. \$169.  
Facilitator: Tamara Reynish.

#### **Collaborative Problem Solving for **New!** Engineers/Architects/Project Managers**

Sometimes the role of project manager, engineers and architects involves other roles that may be a detriment to a contract. Conflict, when dealt with inappropriately, will create stress among a team, which will ultimately have a negative impact on timelines, increase costs, and damage relationships between team members as well as the quality of work on a job. This session will include learning about open communication, active listening and collaborative problem-solving which are important tools for ensuring your contracts run smoothly and successfully. This seminar can be used as a credit towards your annual professional development criteria.

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Fri., Nov. 27, (1 class), 9 a.m. – 4 p.m. \$169.  
Facilitator: Andy Butt.



## Board Governance 101 **New!**

Being an effective board member is more than just showing up for meetings. The process starts before you join the board and continues for the duration of your tenure and succession. Join Jennifer to learn more about the roles, functions, and duties of board members, as well as communications, etiquette, and responsibility of board members, both individually and collectively. Knowing what it takes to be a valuable member of your board of directors will ensure organizational success.

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Fri., Oct. 30 (1 class), 9 a.m. – 4 p.m. \$169.  
Facilitator: Jennifer Newbury.

## Strategic Planning for Women **New!**

With so many women at the helm of so many businesses and companies in today's competitive environment, effective strategic planning is a must in order to achieve and sustain a competitive advantage. In this interactive session, Marilyn will show you how to formulate and execute strategic plans, the keys for success that will help you achieve your objectives.

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Wed., Oct. 28 (1 class), 9 a.m. – 4 p.m. \$169.  
Facilitator: Dr. Marilyn Thompson.

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## Professional Development and Training

The Division of Lifelong Learning offers customized training solutions for private- and public-sector organizations and businesses.

Learn more about what we can do to facilitate your organization's staff development and training needs.

Call Dan Dillon, our business development officer — 709.737.4389 (ddillon@mun.ca) — or see the Contract Training page on our website.



[www.mun.ca/lifelonglearning](http://www.mun.ca/lifelonglearning)

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