



CEUI/TECHNICAL COURSES

FOR NP-2 BARGAINING UNIT MEMBERS

Fall 2017

Agency Registration Deadline: 10/6/2017

Staff Development Courses
Offered by
The Connecticut State Colleges and Universities System
In partnership with
Connecticut Employees Union Independent



<http://bor.ct.edu/inservice/>

WELCOME!

The Connecticut Employees Union Independent (CEUI) and Connecticut State Colleges and Universities System are partners in providing a wide variety of training opportunities to CEUI union members. This catalog includes courses that will help your staff enhance their skills. All agencies and employees at all levels are encouraged to participate!

What's NEW this term?

- Financial Literacy: Knowledge that Pays for Itself

How do I register?

All registrations are coordinated and submitted by agency Training Approval Officers (TAOs) using the online registration system. See your agency's TAO for details about deadlines and the approval process within your agency. Don't know who your TAO is? Please check our website <http://bor.ct.edu/in-service/> or call 860-723-0602.

We look forward to serving you this Fall!

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Agency Registration Deadline	10/06/17
Course confirmations/seat reservations available online throughout registration	10/06/17
Training Approval Officers notify staff of seat reservations and provide maps & directions to each college beginning	10/11/17

General Registration & Program Information

Eligibility

- In-Service courses are open to all employees regardless of classification or job title. Individual agencies may elect to limit registrations in a way that best suits their organization.

Prerequisites

- Prerequisites (if any) are included in course descriptions. For computer courses especially, these are very important!

Certificate Requirements

- To earn a certificate of completion, 100% participation is required for classes that meet for one day. 80% participation is required for more lengthy courses, if extenuating circumstances exist (illness, emergencies, etc.). Each college may set more stringent (100%) attendance requirements for multi-session programs when necessary.
- Certificates will be issued at the end of each course. Employees who leave at any point before the instructor ends the program will not be given a certificate.
- CEUs are granted for most In-Service courses and are included on the certificate of completion.

Course Cancellations and Postponements

- The union reserve the right to cancel any course with insufficient enrollment, during the initial registration period. Course status will be communicated to Training Approval Officers at the conclusion of the registration period.
- Inclement weather postponements: Students should check the college website and listen to radio and TV stations for individual college closings. When in doubt students should call the college in question. Telephone numbers and detailed cancellation information are listed on each college map in the directions/map section located on the website.
- When courses must be postponed due to inclement weather or unexpected instructor illness, Training Approval Officers will be notified by the college offering the course as soon as the college is aware of the situation. *NOTE: College representatives do not have contact information prior to class and cannot contact students individually.*

Please refer to the following links for additional program information.

In-Service Training website: <https://bor.ct.edu/inservice/>

Maps and Directions: <https://bor.ct.edu/inservice/docs/Maps and Directions.docx>

- Instructor names and biographies are published on the In-Service Training website. We reserve the right to make instructor substitutions when necessary without notification.

College Locations

Abbreviation	College	Location
CA	Capital	950 Main Street, Hartford, CT 06103
GW	Gateway	20 Church Street, New Haven, CT 06510
MA	Manchester	Great Path, P.O. Box 1046 Manchester, CT 06040
		10 Alcap Ridge Road Cromwell, CT

Essential Business Skills

Balancing Time, Priorities and Productivity

In today's 24/7 world, we may find ourselves constantly running and trying to accomplish more in less time. This workshop will help you develop skills to increase both personal and workplace efficiency and productivity. You will learn tips to set goals and priorities, manage e-mail overload, minimize stress, and discover strategies to stay focused. Also covered are personal time management, goal setting, and prioritization tools. This course will help you learn to save time and foster an environment that encourages working smarter, not harder. Other key topics include: concepts of productivity; how to better manage reactivity and interruptions; time management formula; effective e-mail management; prioritization of tasks; the importance of daily planning; and how to design a personalized action plan for increased efficiency and organization. Instructor provides handouts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA74011, 11/15, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: V. Allison Reed
Fee: 0
Notes:

Bullying in the Workplace: What It Is and How to Stop It

Does bullying end when we leave the school yard? Is it a problem that ends when adulthood begins? Unfortunately, the answer is "No." In this 6-hour course you will learn how bullying occurs in the workplace and what it consists of. You'll discover how bullying can connect to civil rights laws and how to respond if you or someone you know is being bullied at work. The format of the course is lecture, question and answer sessions and class discussion. Instructor provides handouts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA74012, 10/20, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Ralph Braithwaite
Fee: 0
Notes:

Communicating with Confidence

Learn how to be more confident, prepared and relaxed. Understand how to use your voice, body language, and word choice to successfully communicate your thoughts and ideas. Apply your new skills in one-on-one conversations, small group settings, and meetings. Discover strategies to think on your feet, handle difficult questions, and plan for the unexpected. This will be an interactive class using instructor presentation, group discussion, demonstrations, and role play scenarios. (This course is especially suited for introverts.) Instructor provides handouts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA74013, 10/17, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Student Services Center, SSC L142
Instructor: Noreen Reilly
Fee: 0
Notes:

Financial Literacy: Knowledge that Pays for Itself - NEW!

How do you feel about your financial future? Better yet, are you comfortable making financial decisions that may impact your future? There are a lot of individual choices and scenarios to consider when making decisions about your financial goals. In this course, we will touch on the question: "How can I make better decisions with my money?" This workshop will help you make better spending choices, develop a financial plan, and understand where many others make mistakes. Specific topics to be covered include budgeting, savings, and reflecting on your own "self-control" as it concerns your individual spending habits. Note: This course does not replace "Retirement: Ready or Not"? We view it as additional information for financial life skills at all stages in one's working career. Instructor provides handouts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA74015, 10/19, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Student Services Center, SSC L142
Instructor: Paul Howard
Fee: 0
Notes:

Heartsaver: First Aid CPR AED

This course is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA74027, 12/29, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 316
Instructor: Cecile Bailey
Fee: 0
Notes:

Retirement: Ready or Not?

Whether you're considering retirement in the next few months or the next few years, this course can help you prepare. As a state employee, perhaps you've set aside the money you need, and you're comfortable with your financial future. But financial concerns are not the only consideration. While this course does include a presentation on finances by a representative from Prudential (who will also be available for individual counseling), this course is not primarily a lesson in financial planning for retirement. Instead it covers the pressing issue: What are you going to do with the rest of your life? Maybe you still have plenty of energy, but you're just not interested in a full work week. So, what will you DO in retirement? What will be your goals and plans? This workshop will help you figure out a direction for your post-retirement years. Topics to be covered also include the history of retirement, the "retirement generation," issues facing us as we get older, an exploration of skills and interests, and the development of an action plan.

NOTE: This course does not replace the State Retirement Division sponsored sessions. Instructor provides handouts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA74016, 11/03, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Ralph Braithwaite
Fee: 0
Notes:

Developing Leadership Skills

Feeling Great at Work

Learn to navigate through tough situations, such as disagreements with co-workers, uncertainty about position, and anxiety in approaching leadership. Attitude can make or break a career, and it's a fact that 85% of the workforce is unhappy in their current job. Events that cause stress and lead to poor job performance can be easily controlled. With the correct attitude, the path to greater success and job satisfaction are within reach. This is a 2-day class.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
CA74032, 11/07, 9:00 AM to 4:00 PM 11/14, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 318
Instructor: Mark Petruzzi
Fee: 0
Notes: This is a 2 day class (11/7/17 & 11/14/17)

Managing Chaos: Setting Priorities & Making Decisions Under Pressure

This workshop will equip you with fast, effective tools including the right mindset to rise to the challenge of the day and adjust to shifting priorities and demands with less stress and greater clarity to transform unproductive disorder into controllable efficiency. Participants will leave knowing how to apply the appropriate techniques to manage, clarify, and diminish chaos.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA74031, 11/28, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 301
Instructor: Mark Petruzzi
Fee: 0
Notes:

Positive Discipline at the Workplace

Discipline = punishment. It's been like that for ages. But this workshop suggests that the old formula may be a waste of time and money. What leaders really need to focus on is solving the problem behavior. This workshop focuses on respect and responsibility, creating a platform where the employee who's creating a problem agrees to be the one who solves it. Learn skills to help your employee's ability to meet workplace expectations and possibly save their jobs. And if they do not have a commitment to improve, this workshop will provide you with the necessary tools to help you improve your employees' job performance which should be considered a rewarding part of any manager's or supervisor's job.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA74028, 11/08, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Christopher Service, Sr.
Fee: 0
Notes:

Training the Manager to Train

A manager is as good as his/her team. Employees cannot be expected to perform well in their jobs if they do not know what is expected of them and how to do it. When training new team members, managers must know two things: 1) how to establish goals and expectations with the teammate and how to clearly communicate these; and 2) how to provide timely coaching and constructive feedback in order to ensure staff competence and team success.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA74030, 12/19, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Juantray Easmon
Fee: 0
Notes:

Transitioning from Peer to Supervisor

Making the change from peer to supervisor can be challenging. Learn how to overcome the fear of losing friendships and the temptation of performing old work responsibilities. Techniques for dealing with change, avoiding favoritism, building trust, credibility, and clear boundaries, and maintaining confidentiality will be covered.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA74029, 11/15, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 316
Instructor: Christopher Service, Sr.
Fee: 0
Notes:

Technology Advancement

Excel: Introduction

Gain an understanding of formulas, functions, and formatting. In this hands-on course we will present opportunities to learn the power of Excel. Learn how to add, subtract, multiply, and divide. Explore the functions: SUM, AVERAGE, MAXIMUM, MINIMUM, and others. Develop the ability to modify formats with: Bold, Underline, and Italic. Although this course uses Excel 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Instructor provides handouts.

Required text: None

Prerequisite: Basic Windows, keyboard and mouse skills. CEUs: 0.6

Course # , Date(s) Time
MA74014, 10/26, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor: Steven Bloom
Fee: 0
Notes:

Excel 2016: Introduction

Basic skills are taught in this introductory course using the new ribbon interface system for selecting tools. Learn the difference between a workbook, and spreadsheet; how to enter data, select cells; modify row, columns and cells; format cells and create simple formulas and charts.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA74033, 10/23, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 316
Instructor: Michael Montgomery
Fee: 0
Notes:

Word 2016: Getting Started

Basic skills are taught in this introductory course using the new ribbon interface system for selecting tools. Learn how to create and open documents; save files in different formats and how to share files; type and edit text; cut, copy and paste; print and text formatting.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA74034, 10/30, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 316
Instructor: Michael Montgomery
Fee: 0
Notes:

Word: Introduction

In this course we develop experience with Word's powerful ability to create, format, and edit documents. Learn how to use TABS and INDENTS correctly. Learn keyboard shortcuts to cut, copy, and paste. Other commands will be reviewed including: printing and formatting. Although this course uses Word 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Instructor provides handouts.

Required text: None

Prerequisite: Basic Windows, keyboard and mouse skills. CEUs: 0.6

Course # , Date(s) Time
MA74017, 10/24, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor: Steven Bloom
Fee: 0
Notes:

Trade Skills

Blueprint Reading

Reading blueprints is a basic skill set required to be proficient in many industries including maintenance, construction, HVAC, etc. This course will provide the basic understanding of blueprints. At the end of this class you will have the ability to answer basic questions related to the design, layout and installation of materials.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW74025, 10/20, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway, New Haven, Room N102
Instructor: Mike Sola
Fee: 0
Notes: FREE Parking in Temple Garage. Bring ticket into building for validation.

EPA 608 Refrigerant Certification

Section 608 of the US Federal Clean Air Act requires all persons who work with regulated refrigerants to be certified. Successful completion of this course and a proctored exam will result in the student earning an EPA certification for ozone depletion, EPA Type I (small appliances), EPA Type II (high pressure), and EPA Type III (low pressure). This class will cover EPA section 608 regulations, Clean Air Act & Montreal Protocol, refrigeration, recovery techniques & requirements, recharging techniques, dehydration evacuation, substitute refrigerants & oils, leak detection, leak repair requirements, shipping, and safety.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW74026, 11/17, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway, New Haven, Room N102
Instructor: Mike Sola
Fee: 0
Notes: FREE parking in Temple Garage. Bring ticket in for validation.

HVAC Maintenance & Repair

Every commercial building in the country has either a gas or oil heating system. This class will cover basics on installation, maintenance, service and repair of gas and oil burners and AC systems seen in commercial buildings. We will cover inspections and maintenance of HVAC systems along with running diagnostic tests to identify the source of any issues. Along with installation of HVAC systems according to design specifications and how to connect systems to water lines, fuel lines and air ducts. This class will also introduce basic electricity and soldering and braising principals.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW74024, 11/03, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Cromwell, Room 1
Instructor: Mike Sola
Fee:
Notes: Class held at 10 Alcap Ridge Rd, Cromwell, CT

Individual Application Form for CEUI / Technical Courses

NP-2 Bargaining Unit Members Only—For Agency Internal Use

Important! This form is for CEUI / Technical courses ONLY and for NP-2 Bargaining Unit Members ONLY. Seat requests must be submitted by agency-designated “Training Approval Officers” or they will not be accepted. Once your Training Approval Officer learns which seats have been assigned, he or she will confirm the status of your request. If you do not hear anything from your Training Approval Officer within a week of your course start date, contact them or your supervisor to ask if your seat has been assigned.

APPLICANT INFORMATION -- PLEASE PRINT CLEARLY!

Applicant Name (First, Middle Initial, Last):

Job Title:

Agency Name:

Work Telephone Number:

Length of Service / Date of Hire:

COURSE INFORMATION:

Listed below are the courses available this term. Put a check in the box next to the course(s) you would like to apply for. In the right hand column, indicate whether you meet the prerequisites for each class. **Register only for classes you can reasonably attend in any one term!**

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		ESSENTIAL BUSINESS SKILLS				
	Yes__ NO__ N/A	Balancing Time, Priorities and Productivity	MA	74	011	11/15
	Yes__ NO__ N/A	Bullying in the Workplace: What It Is and How to Stop It	MA	74	012	10/20
	Yes__ NO__ N/A	Communicating with Confidence	MA	74	013	10/17
	Yes__ NO__ N/A	Financial Literacy: Knowledge that Pays for Itself	MA	74	015	10/19
	Yes__ NO__ N/A	Heartsaver: First Aid CPR AED	CA	74	027	12/29
	Yes__ NO__ N/A	Retirement: Ready or Not?	MA	74	016	11/3
		DEVELOPING LEADERSHIP SKILLS				
	Yes__ NO__ N/A	Feeling Great at Work	CA	74	032	11/7 and 11/14
	Yes__ NO__ N/A	Managing Chaos: Setting Priorities & Making Decisions Under Pressure	CA	74	031	11/28
	Yes__ NO__ N/A	Positive Discipline at the Workplace	CA	74	028	11/8
	Yes__ NO__ N/A	Training the Manager to Train	CA	74	030	12/19
	Yes__ NO__ N/A	Transitioning from Peer to Supervisor	CA	74	029	11/15

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		TECHNOLOGY ADVANCEMENT				
	Yes__ NO__ N/A	Excel: Introduction @MA	MA	74	014	10/26
	Yes__ NO__ N/A	Excel 2016: Introduction	CA	74	033	10/23
	Yes__ NO__ N/A	Word 2016: Getting Started	CA	74	034	10/30
	Yes__ NO__ N/A	Word: Introduction @MA	MA	74	017	10/24
		TRADE SKILLS				
	Yes__ NO__ N/A	Blueprint Reading	GW	74	025	10/20
	Yes__ NO__ N/A	EPA 608 Refrigerant Certification	GW	74	026	11/17
	Yes__ NO__ N/A	HVAC Maintenance & Repair	GW	74	024	11/03

SUPERVISOR'S APPROVAL:

Most agencies require that Supervisor's Approval must be obtained prior to submitting applications to Training Approval Officers.

Supervisor Name: _____ Telephone Number: _____

Signature: _____ Date _____