



CEUI/TECHNICAL COURSES

FOR NP-2 BARGAINING UNIT MEMBERS

Fall 2018

Agency Registration Deadline: 8/27/2018

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 variety of training opportunities to CEUI NP-2 union members. This catalog includes courses that will help staff enhance their skills. NP-2 employees at all levels are encouraged to participate and take advantage of these course offerings.

What's NEW this term?

- MS Office: An Overview
- Workplace Safety

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.

Visit the State In-Service Training web-site:

www.commnet.edu/in-service . Or, to visit the Community College System page or any college's individual page, check out: www.commnet.edu .

We look forward to serving you this Fall!

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Agency Registration Deadline 08/27/18
Training Approval Officers notify employees of seat reservations and provide maps
& directions to each college beginning09/04/18
Seat reservations available on a space available basis after the close of registration by contacting
the In-Service Coordinator.

General Registration & Program Information

Eligibility

- In-Service courses are open to all NP-2 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/in-service/>

Maps and Directions: <https://bor.ct.edu/in-service/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
NVCC	Waterbury	750 Chase Parkway Waterbury, CT 06708
TX	Farmington	430 North Main Street Bristol, CT

Essential Business Skills

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, learn what bullying consists of and how it occurs in the workplace. Discover how bullying can connect to civil rights laws and how to respond if you or someone you know is being bullied at work. This course is interactive and includes question and answer sessions and open class discussions.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA74371, 09/19, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center , LRC B144
Instructor: Ralph Braithwaite
Fee: 0
Notes:

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 easily be 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
CA74362, 09/11, 9:00 AM to 4:00 PM 09/18, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 307
Instructor: Mark Petruzzi
Fee: 0
Notes: Two-day class

Financial Literacy: Knowledge that Pays for Itself

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
MA74368, 09/27, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Paul Howard
Fee: 0
Notes:

Professionalism, Etiquette & Conflict Management

What is professionalism? How do you demonstrate respect for others? How do you earn respect from others? How do you resolve conflicts between you and your co-workers? What role does etiquette play in relationships, workplace conduct, and communication - including email? The answers to all these questions will be covered in this 4-hour workshop. Learn the key steps to take and develop the skills to be more effective. The program is available to people at all levels in the organization.

Required text: None

Prerequisite: None CEUs: 0.4

Course # , Date(s) Time
MA74370, 10/03, 8:30 AM to 12:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Ralph Braithwaite
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 consultation), 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
MA74369, 10/24, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Ralph Braithwaite
Fee: 0
Notes:

Time Management with Outlook

Learn to manage your most precious commodity-time-using a variety of tools available in MS Outlook. From basic email features to advanced calendaring options, the skills taught in this all-encompassing course are: managing messages (emails, automation, attachments, importance, security and delivery); managing scheduling (appointments, meetings, recurring events, requests, responses, custom calendar settings, sharing calendars); managing tasks (create, modify, mark, assign, update, respond); managing contacts (personal, electronic business cards, distribution lists, address books); and organizing information (categories, data files, folders, search, rules and customizing). Instructor provides handouts.

Required text: None

Prerequisite: Basic computer skills CEUs: 0.6

Course # , Date(s) Time
MA74380, 11/08, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor: Evelyn Kissi
Fee: 0
Notes:

Workplace Safety - NEW

Learn several tips and techniques to enhance your personal safety in the workplace. Safety topics includes: electrical safety; fall prevention and protection; personal protective equipment; materials handling, storage, use and disposal; hand and power tools; scaffolds, cranes, derricks, hoists, elevators, and conveyors; excavations; and stairways and ladders.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA74372, 10/18, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B144
Instructor: Peter Kelly
Fee: 0
Notes:

Developing Leadership Skills

First Time Supervisor - Management Training

Making the transition from top performing employee to top performing supervisor is often difficult. Don't get caught making the same mistakes over and over, nip them in the bud! Your management style defines your success as a supervisor as well as the success of your team and your department. At the end of the session you will: 1) Understand how to build morale and a stronger team 2) Manage perceptions and conflicts 3) Gain strategies for time-management and improve your problem-solving skills 4) Smoothly make the transition from co-worker/friend to supervisor 5) Coach employees to excellence and recognize when to coach and when to discipline. This two-day training will provide you with solid management skills and supervisory "how-to's" that you need to be successful in your new management role.

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
GW74381, 10/04, 9:00 AM to 4:00 PM 10/05, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N102
Instructor: Frank Dixon
Fee: 0
Notes: Two-day course.

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
CA74364, 09/12, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 307
Instructor: Christopher Service, Sr.
Fee: 0
Notes:

Technology Advancement

Excel 2016: Intermediate

Expand your knowledge of Excel and learn how to manipulate multiple worksheets efficiently. In this highly interactive workshop, learn to create and use pivot tables, what are database features, work with multiple sheets, charting, Macros, and protection. Bring an USB flash drive to class.

Required text: None

Prerequisite: Basic Excel skills CEUs: 0.6

Course # , Date(s) Time
CA74361, 10/12, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 604
Instructor: Michael Montgomery
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
CA74360, 09/14, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 604
Instructor: Michael Montgomery
Fee: 0
Notes:

MS Office: An Overview

This hands-on course will focus on the most common tasks that are likely to improve your computer proficiency in any setting. Participants will have the opportunity to practice the basic functions of Windows, Word, Excel and Outlook; as well as learn a few tips and tricks in each program. Topics will include: creating folders and organizing a filing system, tab and file navigation as well as search techniques, managing e-mail and calendar alerts, proposing and scheduling meetings, basic Excel and Word skills and merging documents between programs, and creating and editing a variety of documents using templates.

Required text: None

Prerequisite: Basic mouse and keyboard skills CEUs: 0.6

Course # , Date(s) Time
MA74367, 11/15, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B141
Instructor: Steven Bloom
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
MA74366, 09/25, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, Learning Resource Center, LRC B142
Instructor: Steven Bloom
Fee: 0
Notes:

Word 2016: Introduction

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
CA74365, 11/02, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 604
Instructor: Michael Montgomery
Fee: 0
Notes:

Trade Skills

AutoCAD I

Learn the fundamentals of Computer-Aided Design and Drafting (CAD) in this hands-on training course. In this 2-day class, students will learn 3D and 2D rendering with Autodesk AutoCAD, as well as basic object and geometric construction, editing tools, object properties and organization, orthographic views in multi-view drawings, basic dimensioning and note.

Required text: None

Prerequisite: Basic Windows, computer skills CEUs: 1.2

Course # , Date(s) Time
CA74359, 12/14, 9:00 AM to 4:00 PM 12/20, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 602
Instructor: Nathan Tuttle
Fee: 0
Notes: Two-day course

AutoCAD: Introduction

This course is an introduction to the techniques of generating representational two-dimensional graphics using Autodesk's AutoCAD software. Topics will include basic two-dimensional geometric construction, creation and management of layers, template creation, line weights, dimensioning, block creation, external references and other essential skills for using AutoCAD as a two-dimensional design tool.

Required text: None

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

Course # , Date(s) Time
MA74376, 10/12, 8:30 AM to 3:30 PM
College, Campus & Room:
MA, AST Center, AST C145
Instructor: Christopher Legiadre
Fee: 0
Notes:

CDL Class B

This training program fully prepares you to meet the State of Connecticut Department of Motor Vehicle's requirements and give you the hands-on skills training that employers' demand.

Gateway will prepare you for all aspects of the CDL license process including written exam, skills exam, and the road test which is administered by the DMV at our CDL training facility in Middletown. Students must fulfill CT DMV requirements including obtaining a physical and drug test. Once students provide documentation of successfully passing both physical and drug test, the field training and subsequent road test using our trucks will be scheduled.

Required text: None

Prerequisite: None CEUs: 3

Course # , Date(s) Time
GW74382, 10/01, 9:00 AM to 3:00 PM 10/02, 9:00 AM to 3:00 PM 10/03, 9:00 AM to 3:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N101
Instructor: STAFF
Fee: 0
Notes: Classroom training (3) days 10/1, 10/2, and 10/3. Field and road training (4 days - 30 hours) scheduled individually. DMV skills road test (4 hours) scheduled individually.

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
CA74363, 12/21, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital Community College, Room 303
Instructor: Kevin Ferrarotti
Fee: 0
Notes:

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; 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
GW74384, 11/02, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N102
Instructor: Mike Sola
Fee: 0
Notes:

HVAC Steam & Hydronics

This course provides the student with an understanding of installation, trouble shooting and maintenance of a hydronic heating system. The student will learn the essentials of near boiler piping with control and zoning with circulators and zone valves. The student will also learn the installation, trouble shooting and maintenance of a hydronic heating system. This class will cover gas (natural gas and LP) and oil applications as they pertain to steam and hydronics. This class is a prerequisite to the Essential Gas Field Training Skills class.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
GW74383, 10/19, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N102
Instructor: Mike Sola
Fee: 0
Notes:

OSHA 10 - Safety on the Job

Our OSHA 10 Safety on the Job Training program meets the criteria outlined by OSHA's Outreach Training initiative. Ideal for those in the construction trades and related areas of grounds and upkeep to a facility. All workers including foreman, site supervisors, project managers and superintendents will find the program helpful for worker safety. Each student who successfully completes the program will receive a completion card issued by the U.S.

Department of Labor. Learning Objectives: Introduction to OSHA - Electrical Safety - Fall Protection - Power Tool Safety - Stair & Ladder - Fire Protection - Safety - Scaffolding - HAZCOMM - Material Handling & Storage - Ergonomics - Personal Protective Equipment (PPE) - Confined Spaces - Trenching & Excavation

Required text: None

Prerequisite: NA CEUs: 1

Course # , Date(s) Time
TX74385, 10/23, 8:00 AM to 3:00 PM 10/24, 8:00 AM to 12:00 PM
College, Campus & Room:
TX, Tunxis@Bristol, CR2
Instructor: David Stevens
Fee: 0
Notes: Class meets on 10/23/18 - 8:00 - 3:00 and 10/24/18 - 8:00 - 12:00

Welding Processes I

This course is designed for the beginner and provides an introduction to three processes widely used in the welding field: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW). You will learn the basics of welding safety, cutting, equipment and materials used in these processes in our state of the art welding lab. The cost of the course includes all personal safety gear and practice materials.

Required text: All materials provided

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
NV74379, 09/17, 9:00 AM to 4:00 PM 09/18, 9:00 AM to 4:00 PM 09/19, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley CC, Waterbury, Room T403
Instructor: Joseph Demeter
Fee: 0
Notes: Class runs three consecutive days and attendance at all three are needed to receive completion certificate; all materials provided; enrolled students may not be permitted to participate in Day 2 or Day 3 if Day 1 is missed. Welding lab is located in Technology Hall lower level.

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. 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	Bullying in the Workplace: What It Is and How to Stop It	MA	74	371	09/19
	Yes__ NO__ N/A	Feeling Great at Work	CA	74	362	09/11 and 09/18
	Yes__ NO__ N/A	Financial Literacy: Knowledge that Pays for Itself	MA	74	368	09/27
	Yes__ NO__ N/A	Professionalism, Etiquette & Conflict Management	MA	74	370	10/03
	Yes NO N/A	Retirement: Ready or Not?	MA	74	369	10/24
	Yes__ NO__ N/A	Time Management with Outlook	MA	74	380	11/08
	Yes__ NO__ N/A	Workplace Safety	MA	74	372	10/18
		DEVELOPING LEADERSHIP SKILLS				
	Yes__ NO__ N/A	First Time Supervisor – Management Training	GW	74	381	10/04 and 10/05
	Yes__ NO__ N/A	Transitioning from Peer to Supervisor	CA	74	364	09/12

Check below to apply	Have you met all prerequisites listed?	Course Title	Course #			Courses Date(s)
		TECHNOLOGY ADVANCEMENT				
	Yes__ NO__ N/A	Excel 2016: Intermediate	CA	74	361	10/12
	Yes__ NO__ N/A	Excel 2016: Introduction	CA	74	360	09/14
	Yes__ NO__ N/A	MS Office: An Overview	MA	74	367	11/15
	Yes__ NO__ N/A	Word: Introduction	MA	74	366	09/25
	Yes__ NO__ N/A	Word 2016: Introduction	CA	74	365	11/02
		TRADE SKILLS				
	Yes__ NO__ N/A__	AutoCAD I	CA	74	359	12/14 and 12/20
	Yes__ NO__ N/A__	AutoCAD: Introduction	MA	74	376	10/12
	Yes__ NO__ N/A__	CDL Class B	GW	74	382	10/01, 10/02 and 10/03
	Yes__ NO__ N/A	Heartsaver First Aid CPR AED	CA	74	363	12/21
	Yes__ NO__ N/A__	HVAC Maintenance & Repair	GW	74	384	11/02
	Yes__ NO__ N/A__	HVAC Steam & Hydronics	GW	74	383	10/19
	Yes__ NO__ N/A__	OSHA 10 – Safety on the Job	TX	74	385	10/23 and 10/24
	Yes__ NO__ N/A	Welding Processes	NV	74	379	09/17, 09/18, and 09/19

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 _____