How to Boost Morale Through Communication
Date: Tuesday, April 8, 2014  Time: 2:00 to 3:00 PM  Location: Shuster Hall, Room 336
Find out how communication can instantly boost employee morale! Uncover the #1 secret managers rely on for effective, results-producing communication. You’ll discover when you should and shouldn’t e-mail ... how a face-to-face meeting can immediately boost productivity ... and how to make sure your employees understand what you’re saying for less confusion and hurt feelings down the road.

Networking for Women: Building Career Success
Date: Thursday, April 10, 2014  Time: 2:00 to 3:00 PM  Location: Music Hall, Room 313
This course will help you to understand the important difference between networking and friendships, how women network differently than men, the fine line between networking and self-promotion, and successful networking skills for the social introvert. You will walk away with tips for great networking.

Managing Chaos and Pressure at Work
Date: Friday, May 9, 2014  Time: 2:00 to 3:00 PM  Location: Shuster Hall, Room 336
You will learn expert tips for boosting your reading and memory skills so you can quickly transform piles of information from clutter into something you can actually use, how to better manage your work flow with powerful planning and goal-setting tools and how to avoid burnout by learning how to cope with stress that comes with work overload.

The Essentials of Employee Onboarding
Date: Monday, June 2, 2014  Time: 2:00 to 3:00 PM  Location: Shuster Hall, Room 336
Learn step-by-step how to create an onboarding program that really works; secrets to welcoming and quickly getting your new hires engaged and productive; tips for accurately measuring the success of your onboarding program; and much, much more.

How to Conduct Effective Interviews
Date: Tuesday, June 10, 2014  Time: 2:00 to 3:00 PM  Location: Shuster Hall, Room 336
This webinar will give you the practical how-to’s and proven strategies you need to fully command every interview you conduct. You’ll discover how to read between the lines to accurately assess the candidate’s experience, work ethic, abilities, and commitment level. You’ll learn how to ask probing questions that will reveal potential weaknesses. In short, you’ll master the no-nonsense how-to’s of interviewing.

Confidence and Assertiveness Skills for Women
Date: Tuesday, June 17, 2014  Time: 2:00 to 3:00 PM  Location: Shuster Hall, Room 336
We all experience times when it is difficult to feel confident and downright intimidating to be assertive. But when we’re able to interact confidently and assertively, we gain respect and support from people in all aspects of our lives. Confidence & Assertiveness Skills for Women was developed because professional women just like you asked for it. It will help you find your voice, be heard, and get what you want in both your professional and personal lives.

Dealing with the Dreaded “C” Conflict in the Workplace
Date: Thursday, July 31, 2014  Time: 2:00 to 3:00 PM  Location: Shuster Hall, Room 336
Left unchecked, conflict destroys work relationships and wreaks havoc on your ability to get things done! Don’t risk disaster! Get the know-how you need to take on the dreaded “C” with confidence, diplomacy, and finesse.

Sponsored by Lehman’s Office of Compliance and Diversity and Office of Human Resources
Planning to attend a webinar?
Please send an email with your name and telephone number to diversity.resources@lehman.cuny.edu