SUMMER BUSINESS LUNCHEON SERIES
Get a taste of corporate employee training over lunch

GENERAL MANAGEMENT

COST PER SESSION
$15 (PRE-REGISTER) | $17 (WALK-IN)
Cost is per person/per session
Executive luncheon included with cost of admission
Sessions are held at the
MWCC Gardner Campus in the North Café

Online registration now available
mwcc.edu/noncredit

If you have a disability and may require accommodations to participate fully in the program, please contact the program director to discuss your specific needs. In some cases, a two week notice may be necessary.

Current Resident Or
444 Green Street
Gardner, Massachusetts 01440-1000

978-630-9575
training@mwcc.mass.edu
Checks payable to: MWCC
mwcc.edu/noncredit
MasterCard, Visa and Discover are accepted

If you would like to receive more information about the Workforce Training Fund and how your business may be eligible for training funds, please contact the MWCC Workforce Development Department at 978-630-9575 or visit mwcc.edu/wf.
**CRN #** | **Course Name** | **Date** | **Time**
---|---|---|---
65001 | Creating a Collaborative Workplace | June 6 | 12–1 PM
65002 | Human Resources & Business Staffing Fundamentals | June 20 | 12–1 PM
65003 | The Art of Giving a Performance Appraisal | July 18 | 12–1 PM
65004 | Making the Transition to Management | August 1 | 12–1 PM
65005 | Negotiating to Win - Persuasive Communication | August 15 | 12–1 PM
65006 | Workforce Training Fund Information Session | August 22 | 12–1:30 PM

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**Why is collaboration the new corporate buzzword?** There's a paradigm shift taking place as organizations discover there's a price to pay without cohesiveness and communication (i.e. errors and misunderstandings result) in lost opportunities, lost productivity or worse, lost customers. Discover insight from a business consultant who will reveal successful models of great leadership practice designed to bring teams together and foster a collaborative workplace.

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Do you know what to do to protect your business, your employees, and yourself from legal liability? Are you seeking advice from hiring to firing? Can you defend your actions — or those of your employees — if you do end up in court? In this session, you will receive practical legal business advice from hiring to firing from a legal advisor and private sector human resources executive.

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Whether a new or seasoned middle manager, this overview will provide insight from an experienced consultant who will provide tips to inspire greater involvement, innovation, and business results from your direct reports in a constructive and effective manner. Whether or not your former peers are now your direct reports, your goal is to get the work done and increase productivity with your team. In any scenario you need to set mutual goals, reward good performance, and give necessary feedback to improve. Learn about “the management by objectives process” as one example to support the appraisal process.

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Discover the three leadership skill sets necessary to ensure individual and organizational performance. If you are seeking to adjust your management style to empower employees to find their own answers to business challenges, this session is a must. Learn why coaching employees is essential to ensure maximum performance, motivation and retention.

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Whether you’re advocating resources for a project, looking for funding for a new initiative or establishing a team initiative to support a new product or service, persuasive communication is key. Understand the essential techniques and approaches to positively influence and persuade customers, colleagues and stakeholders for a mutually desired outcome.

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Mike Corcoran, Supervisor of Operations at the Workforce Training Fund, will present information to businesses about recent changes to the Workforce Training Fund as well as the process of accessing training dollars for companies in the North Central Massachusetts region. The Workforce Training Fund is a state fund financed entirely by Massachusetts employers. Its purpose is to provide resources to Massachusetts businesses and workers to train current and newly hired employees. This is a great opportunity for businesses that are invested in training to learn more about how to apply and receive grant funding for their business.

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**OVERVIEW**

This summer series offers a versatile lunch and learn format that is tailored to your budget and strengthens your professional goals for business. Sample our best sellers and most topical course offerings designed for entrepreneurs, small business, non-profit employees and corporate staff.

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Scan QR code for more information or visit mwcc.edu/wf