

## Personal Development Courses 2014



# STAR OF EXCELLENCE

WEST CHESTER UNIVERSITY



## PERSONAL DEVELOPMENT

### **PASSHE ACADEMY: LEARNING AT THE CLICK OF A MOUSE (20 MIN VIDEO)**

Do you know that the State System of Higher Education has an online learning registration system with access to over 100 face to face and virtual programs every year? Not only can you register for a class, but you can promote your own classes to all 14 state universities and Office of the Chancellor. Watch this five minute clip to learn how!

**Format:** Pre-recorded Video    **Dates:** January 15 and September 4

### **ORGANIZE YOURSELF FROM THE INSIDE OUT (40 MIN TELESEMINAR)**

In this 40 minute pre-recorded teleseminar, gain an in depth look into identifying, examining, and confronting roadblocks to getting and keeping your space organized. Gain a foolproof method and action plan for customizing space to reflect who you are and what is important to you.

**Format:** Pre-recorded Teleseminar    **Dates:** January 22

### **CHANGE ANYTHING: THE NEW SCIENCE OF PERSONAL SUCCESS (40 MIN TELESEMINAR)**

Learn how to apply three breakthrough principles to change any personal challenge you face. Understand the fastest and surest way to dramatically improve results in both work and life. Gain a clearer understanding of the real forces that shape our actions can enable us to make better decisions, change our outlook, and replace bad habits with good.

**Format:** Pre-recorded Teleseminar    **Dates:** February 4

### **CAREER MANAGEMENT: RE-INVENT AND RE-ENGAGE (20 MIN VIDEO)**

Listen and watch this discussion about The Basic Career Goal (happiness), the “new” definition of career success, your personal brand, competing in the career marketplace, and the importance of passion and purpose.

**Format:** Pre-recorded Video    **Dates:** March 5

### **CHANGE HAPPENS: HELPING YOURSELF AND OTHERS THROUGH CHANGE (20 MIN VIDEO)**

Learn how to identify the difference between the change imposer and the change imposed. Explore strategies on how to move yourself and others through change. Understand the reasons for change adversity and how to take a proactive approach in making change easier on yourself and others.

**Format:** Pre-recorded Video    **Dates:** March 14

### **COACH YOURSELF TO A BRIGHTER FUTURE (40 MIN TELESEMINAR)**

Understand what coaching is, what skills you need to coach yourself, and how you can use coaching with the employees you supervise. Learn how to eliminate or reduce the fears preventing you from achieving your goals and how you can keep negative people from zapping your energy.

**Format:** Pre-recorded Teleseminar    **Dates:** April 1



## PERSONAL DEVELOPMENT

### **STRESS BUSTERS: WINNING THE WAR ON STRESS (20 MIN VIDEO)**

Watch, listen, and learn strategies to minimize the head trash and negative self talk ... and manage the good stress! Discover the strategies to write expressively, find “your worry spot”, belly breathe, eliminate negative beliefs, develop positive self talk, harness your Emotional Intelligence, practice active listening, and find humor in every day life.

**Format:** Pre-recorded Video    **Dates:** May 7

### **COACH YOURSELF TO A BRIGHTER FUTURE (20 MIN VIDEO)**

Watch and understand what coaching is, how you can use its principles yourself, and with others if you lead. Learn five powerful strategies to benefit you both personally and professionally by focusing on skills and knowledge and maximizing your environment. Also, learn how to eliminate or reduce the fears preventing you from achieving your goals and keep negative people from zapping your energy.

**Format:** Pre-recorded Video    **Dates:** May 14

### **REFRAMING SUCCESS AND GOAL SETTING (40 MIN TELESEMINAR)**

Listen how to focus on what went right by taking the "Litmus Success Test" and gain free goal setting resources so that you can experience future success in all facets of your life!

**Format:** Pre-recorded Teleseminar    **Dates:** September 16

### **LEARNING TO THRIVE IN TIMES OF CHANGE (3-PART 40 MIN EACH TELESEMINAR SERIES)**

In this three part teleseminar series, join Elaine Kempinski, speaker, certified coach and founder of Inner Journey Coaching, as she shares how to move through personal and professional change with clarity and confidence. Gain valuable insights and new perspectives on how to thrive in times of change and learn how to view change as an accelerator for personal growth.

**Format:** Pre-recorded Teleseminar Series    **Dates:** October 7 - 21

### **EMBRACING YOUR POWER WITHIN (20 MIN VIDEO)**

Annemarie Kelly of the Victorious Women Project will help you to break through to success in life, work, and relationships by understanding the power you have now. You also will discover the one killer phrase that eats away at your power and learn the three power steps that get you tapping into your power.

**Format:** Pre-recorded Video    **Dates:** November 6

### **CAREER PLANNING 101 (4-PART TELESEMINAR/VIDEO SERIES)**

Career planning shouldn't begin when you are looking for a job. In this four week series, watch, listen, and learn the ins and outs of resume writing and effective interviewing skills that lead to success. You will also learn how to become a dynamic networker and manage your career.

**Format:** Pre-recorded Teleseminar/Video Series    **Dates:** November 7 - 28



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### DE-STRESSING THE HOLIDAYS (40 MIN TELESEMINAR)

Listen to insights and strategies to simplify the holidays and manage the anxiety that often comes with it-Including tips that will help you throughout the year.

**Format:** Pre-recorded Teleseminar **Dates:** December 2

### GET ORGANIZED FROM THE INSIDE OUT (20 MIN VIDEO)

In this 20 minute pre-recorded video, become empowered to identify, examine, and confront roadblocks to getting and keeping your space organized. Gain a foolproof method and action plan for customizing space to reflect who you are and what is important to you.

**Format:** Pre-recorded Video **Dates:** December 9

## SKILL SOFT ONLINE LEARNING

CLICK ON THE BLUE LINKS FOR COURSE DESCRIPTIONS.  
EACH LINK COUNTS AS ONE COURSE.

#### Optimizing Your Work/Life Balance

Optimizing Your Work/Life Balance: Analyzing Your Life Balance	<a href="#">pd_06_a01_bs_enus</a>
Optimizing Your Work/Life Balance: Maintaining Your Life Balance	<a href="#">pd_06_a02_bs_enus</a>
Optimizing Your Work/Life Balance: Taking Control of Your Stress	<a href="#">pd_06_a03_bs_enus</a>

#### Diversity on the Job

Diversity on the Job: The Importance of Diversity and the Changing Workplace	<a href="#">pd_07_a01_bs_enus</a>
Diversity on the Job: Diversity and You	<a href="#">pd_07_a02_bs_enus</a>

#### Telecommuting and the Remote Employee

Telecommuting Basics: Maximizing Productivity as a Remote Employee	<a href="#">pd_08_a01_bs_enus</a>
Telecommuting Basics: Communication Strategies for the Remote Employee	<a href="#">pd_08_a02_bs_enus</a>

#### Generating Creative & Innovative Ideas

Generating Creative and Innovative Ideas: Enhancing Your Creativity	<a href="#">pd_09_a01_bs_enus</a>
Generating Creative and Innovative Ideas: Maximizing Team Creativity	<a href="#">pd_09_a02_bs_enus</a>
Generating Creative and Innovative Ideas: Verifying and Building on Ideas	<a href="#">pd_09_a03_bs_enus</a>

#### Managing Your Career

Managing Your Career: Creating a Plan	<a href="#">pd_10_a01_bs_enus</a>
Managing Your Career: Getting on the Right Track	<a href="#">pd_10_a02_bs_enus</a>
Managing Your Career: Professional Networking Essentials	<a href="#">pd_10_a03_bs_enus</a>
Managing Your Career: You and Your Boss	<a href="#">pd_10_a04_bs_enus</a>
Managing Your Career: Leveraging the Performance Appraisal	<a href="#">pd_10_a05_bs_enus</a>

#### Effective Time Management

Time Management: Analyzing Your Use of Time	<a href="#">pd_11_a01_bs_enus</a>
Time Management: Planning and Prioritizing Your Time	<a href="#">pd_11_a02_bs_enus</a>
Time Management: Avoiding Time Stealers	<a href="#">pd_11_a03_bs_enus</a>
<b>Problem Solving and Decision Making Strategies</b>	
Problem Solving: The Fundamentals	<a href="#">pd_12_a01_bs_enus</a>
Problem Solving: Determining and Building Your Strengths	<a href="#">pd_12_a02_bs_enus</a>
Problem Solving: Digging Deeper	<a href="#">pd_12_a03_bs_enus</a>
Decision Making: The Fundamentals	<a href="#">pd_12_a04_bs_enus</a>
Decision Making: Tools and Techniques	<a href="#">pd_12_a05_bs_enus</a>
Decision Making: Making Tough Decisions	<a href="#">pd_12_a06_bs_enus</a>
<b>Dealing with Organizational Change</b>	
Understanding Organizational Change	<a href="#">pd_13_a01_bs_enus</a>
Preparing for Organizational Change	<a href="#">pd_13_a02_bs_enus</a>
Embracing Organizational Change	<a href="#">pd_13_a03_bs_enus</a>
<b>Critical Thinking Essentials</b>	
Critical Thinking Essentials: What Is Critical Thinking?	<a href="#">pd_14_a01_bs_enus</a>
Critical Thinking Essentials: Applying Critical Thinking Skills	<a href="#">pd_14_a02_bs_enus</a>
<b>Building and Maintaining Trust</b>	
Building Trust	<a href="#">pd_15_a01_bs_enus</a>
Rebuilding Trust	<a href="#">pd_15_a02_bs_enus</a>
<b>Peer Relationships</b>	
The Value of Peer Relationships	<a href="#">pd_17_a01_bs_enus</a>
Developing Strategic Peer Relationships in Your Organization	<a href="#">pd_17_a02_bs_enus</a>
Forming Peer Relationships and Alliances at Work	<a href="#">pd_17_a03_bs_enus</a>
<b>Business Ethics</b>	
Introduction to Workplace Ethics	<a href="#">pd_18_a01_bs_enus</a>
Developing a Code of Ethical Conduct	<a href="#">pd_18_a02_bs_enus</a>
Ethical Decision-making in the Workplace	<a href="#">pd_18_a03_bs_enus</a>
<b>Living and Working Abroad in the United States</b>	
American Work Culture and Values	<a href="#">pd_19_a01_bs_enus</a>
Key Aspects of the American Work Environment	<a href="#">pd_19_a02_bs_enus</a>
Communicating Successfully in the American Workplace	<a href="#">pd_19_a03_bs_enus</a>
Succeeding in the American Workplace	<a href="#">pd_19_a04_bs_enus</a>
<b>Optimizing Your Work/Life Balance</b>	
Optimizing Your Work/Life Balance: Analyzing Your Life Balance	<a href="#">pd_06_a01_bs_enus</a>
Optimizing Your Work/Life Balance: Maintaining Your Life Balance	<a href="#">pd_06_a02_bs_enus</a>
Optimizing Your Work/Life Balance: Taking Control of Your Stress	<a href="#">pd_06_a03_bs_enus</a>
<b>Interviewing strategies (for interviewee)</b>	
Preparing for an Internal Interview	<a href="#">pd_21_a01_bs_enus</a>