



The COF Training and Development Program is a collaborative professional development experience sponsored by the Colleges of the Fenway (COF) and MASCO. The program was initiated to recognize and cultivate excellence amongst staff throughout the COF. The sessions are customized and facilitated by external trainers and COF colleagues with expertise in content area. The program also provides each participant with the invaluable opportunity to meet and learn with colleagues across the COF. The program is planned and coordinated by the Colleges of the Fenway Human Resources Committee.

1 Sept. 20 (1:00-2:00pm): Motivating Others for Workplace Change

Sponsored by Simmons College! Change in the workplace is constant and to be expected. We work hard to adapt to change that is brought to us. This training is for the individual who is bringing the change. Those who attend this workshop will leave with specific strategies for motivating others to adopt change by appealing to logic and, more importantly, to emotions. **REGISTER: <http://tinyurl.com/COFMotivation>**

Sept. 28 (1:00-2:30pm): Above the Line Thinking 2

There are some employees who are closed to possibilities, are committed to being right, and feel threatened by a loss of approval, control and security. Attend this workshop to learn how to generate a mindset for yourself and reports that engenders creativity, openness, and curiosity. See how Above the Line Thinking can lead you and your team to greater humor, accountability, integrity, and collaboration.

REGISTER: <https://abovethelinethink.eventbrite.com>

3 Oct. 25 (1:00-2:30pm): Introverts in the Workplace

The archetype for higher education professionals - in the classroom and out - values ease of conversation, infectious excitement, and effortless personality. As such, the talents of introverts are often overlooked or minimized in this field. But introversion provides a great deal of value in the workplace - join this workshop to learn how to recruit, train, and effectively work with introverts in a space that at first glance may seem like a poor fit for them.

REGISTER: <https://cofintrovertsworkplace.eventbrite.com>

Nov. 29 (1:00-2:30pm): Managing Multiple Priorities 4

Do you need to get more done with less times and resources? If you're like most employees, you're juggling multiple projects and deadlines every day. Attend this workshop to explore how to eliminate time wasters, set priorities, stay on task and time, goal set, manage multiple stakeholders, and manage the unexpected with confidence and ease.

REGISTER: <https://cofpriorities.eventbrite.com>