



The COF Training and Development Program is a collaborative professional development program sponsored by the Colleges of the Fenway (COF). 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 *January 25 (2:00-3:15pm): Best Practices for Facilitating Meetings*

Have you ever felt like meetings don't matter? Or, perhaps the meeting was disorganized and did not feel like a productive use of your time? With thoughtful planning and execution, you can transform your meetings and enable better participation. Using checklists and examples from the book "Meeting Wise", this workshop will show you easy strategies for creating effective agendas, engaging participants, and addressing some common meeting dilemmas.

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

February 15 (2:00-3:15pm): Working Smarter Not Harder

2

We all wish we had one more hour in the day. While a day is, and always will be, 24 hours, there are ways to maximize those hours to create greater productivity. This workshop is a must for anyone who wishes they could better focus, attend to details, minimize distractions, and have better quality control.

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

3 *March 29 (2:00-3:15pm): Communication Skills for Working Effectively With Others*

Have you ever felt others don't understand what you are trying to communicate? In a world of ever-increasing technology, do you struggle with keeping up with all communication methods? Would you like to learn skills and tips for communicating better with colleagues? This workshop will provide ways in which you can increase the effectiveness of your communication with others and give you an opportunity to share what works and doesn't work for you.

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

April 26 (2:00-3:15pm): Greeting the Elephant In The Room

4

Have you ever left a meeting thinking that the most important issue was never addressed? Have you noticed that some topics are constantly danced around? Are you, perhaps, the one doing the dancing? Topics are sometimes avoided due to politics, procrastination, and fear. This avoidance can create stagnation and tension between colleagues, and even effect customers. This workshop will provide concrete strategies for addressing the elephant in the room.

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