



The COF Training and Development Program is a collaborative professional development experience 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

**October 1 (1:00-2:30pm)
Give It to Get It: Workplace Appreciation**

Did you know 70% of employees say they receive no praise in the workplace? Yet appreciation is a basic need of all employees. This workshop will cover how to meet the appreciation needs of colleagues and reports, how to express appreciation even with no budget and how to build a culture of trust.

REGISTER: cofgivetoget.eventbrite.com

2

**October 24 (1:00-2:30pm)
Managing Up**

When we manage upward, we receive better and more frequent feedback, understand expectations, and know our priorities. Attend this seminar to learn how you can better manage your manager.

REGISTER: cofmanageup.eventbrite.com

3

**October 29 (2:00-3:30pm)
Bring Out the Best in People:
Positive Management Techniques**

This seminar will provide managers with tools for identifying and focusing on their employees' talents and strengths. The ratio of positive to negative feedback will be examined. Managers will all explore how to be the positive workplace contagion and how to engage others through positivity.

Sponsored by Simmons University.

REGISTER: cofbringoutbest.eventbrite.com

4

**November 13 (2:00-3:30pm)
Grace Under Pressure:
Stress Management on the Run**

This seminar provides practical, real solutions for the frenetic pace we set. Participants will "test drive" two stress management techniques, and will identify at least three personal strategies for increasing resiliency and responding more effectively.

Sponsored by Simmons University.

REGISTER: cofgracepressure.eventbrite.com

5

Nov. 28 (1:00-2:30pm): Communication in the Digital World

This session will focus on the efficacy and etiquette of e-communications in order to improve the outcomes of e-exchanges. This session will also focus on the etiquette around social media and how it can impact your professional lives. **REGISTER: cofdigitalworld.eventbrite.com**