

## Fall 2018 Professional Development Series



### Professional Development

In today's economy, improving your skill set is essential to advancing your career and maximizing value to your customers.

The Harold Alfond Institute for Business Innovation was founded to assist businesses in Central Maine remain competitive and advance their position in the marketplace by improving employee knowledge.

One of the best ways to do this is to make sure that you and your team have the most advanced and up-to-date professional skills.

Most courses have the ability to be customized to your organization and offered at your place of business. For customized courses, contact us for pricing and scheduling.

**How to register for a course:**  
**[www.thomas.edu/training](http://www.thomas.edu/training)**

For more information or assistance, please call Josh Devou at 207-859-1159 or email [haibicoor@thomas.edu](mailto:haibicoor@thomas.edu)

*We look forward to meeting you!*

### What We Provide

- On-campus courses, seminars and workshop opportunities to upgrade your workforce's skill set.
- Program offerings in key development areas such as leadership, supervision, and teamwork.
- Certificate and Continuing Education Units (CEU's) available.

### Professional Development Certificate Programs

The Institute offers participants the opportunity to earn a Professional Development Certificate in both the Leadership Academy and the Skills Center program by completing the required amount of courses respectively in each category. For more information on the certificate program, please visit [www.thomas.edu/training](http://www.thomas.edu/training).



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## The Leadership Academy

The Leadership Academy was created to provide the right skills within the right context to assist individuals looking to take on leadership roles in supervisory, management, and executive positions within their organizations.

### Leadership Symposium

**Wednesdays:** October 10, 17, 24, 31 & November 7, 14

**Meeting Time:** 2:15-5:15 p.m.

**Cost:** \$225\* (Value: \$450)

**Room:** AD-123, Dr. Jeremy Pare

A six-week intensive program for managers, directors and executives. The program focuses on the aspects of leadership through influence without authority, high-performance teams, strategic planning, negotiation and conflict resolution skills.

### Supervision I - Introduction to Supervision

**Mondays:** October 15, 22, 29

**Meeting Time:** 2:15-5:15 p.m.

**Cost:** \$112\* (Value: \$225)

**Room:** AL-227, Dr. Rick Saucier

A high impact program for employees who are ready to advance to supervisory or management roles. Topics include stepping up, managing people, effective communications and delegation.

\*Generous scholarship provided by:  
The Harold Alfond Institute for Business Innovation



### Supervision II - Intermediate Supervision

**Tuesdays:** November 6, 13, 20

**Meeting Time:** 2:15-5:15 p.m.

**Cost:** \$112\* (Value: \$225)

**Room:** AL-227, Dr. Ryan Wheaton

Supervisors and managers will learn how to identify and manage their employee's work personalities, deal with difficult employees, and effectively manage and resolve conflicts in the workplace.

### Lean and Agile Process Improvement

**Mondays:** October 1, 15, 22, 29,  
November 5, 19

**Meeting Time:** 2:15-5:15 p.m.

**Cost:** \$225\* (Value: \$450)

**Room:** AL-136, Dr. Jeremy Pare

Learn how to improve processes in your work place and personal lives using the Lean/Agile management methods. These techniques have been shown to deliver better results for all types of organizations throughout the world by saving time, money and increasing staff capabilities.

## Skills Center

As professionals, we all need to advance our skill set to stay on top of our game. These courses will help foster or hone your skills in these subject area.

### Effective Teamwork

**Wednesdays:** September 26, October 3, 10

**Meeting Time:** 1:30 - 4:30 p.m.

**Cost:** \$112\* (Value: \$225)

**Room:** AL-202, Chris Toy, MAT

Become the quintessential team player! Learn individual and team building skills by completing interactive team challenges in this highly participatory and hands-on course. Learn how to contribute at a greater level to your work team, build better relationships and bring out the best in your teammates.

### Masterful Communications

**Tuesdays:** October 16, 23, 30

**Meeting Time:** 2:15 - 5:15 p.m.

**Cost:** \$112\* (Value: \$225)

**Room:** AD-123, Dr. Robert Bruce Kelsey

Learn effective techniques for speaking with coworkers and customers, managing meetings, tactfully addressing issues in the workplace with management, and writing short documents such as emails and status reports. The course also addresses communication mapping as a way to improve inter-departmental communication and presents best practices in communications in business continuity planning.

### High-Performance Sales

**Mondays:** October 15, 22, 29

**Meeting Time:** 2:15-5:15 p.m.

**Cost:** \$112\* (Value: \$225)

**Room:** AU-103, Mike Duguay

Become skilled in listening to your customer, understanding their needs and making a winning sales pitch.

### Technical Writing

**Thursdays:** October 18, 25, November 1

**Meeting Time:** 2:15-5:15 p.m.

**Cost:** \$112\* (Value: \$225)

**Room:** AD-123, Dr. Robert Bruce Kelsey

Learn how to present technical information to both technical and non-technical audiences, in both informational and instructional formats. The course surveys best practices in document design, documentation management, and internal review processes, with an emphasis on policies, procedures, and specifications.

For an additional fee, employers can request a 1-hour, NDA-bound meeting with the instructor to go over specific documents or problems. Meetings will take place the week after course conclusion.