

Business & Management

Business Communications

Communicating clearly and effectively is an essential skill to success in the business world. The following series of classes are designed to develop this skill.

Effective Business Writing

Learn how to write more effective letters, memos, and e-mail messages that will enhance the delivery of your message. Participants will learn how to organize their thoughts to construct clear, precise messages; refresh their grammar and punctuation; and proofread accurately. Emphasis will be placed on tone and inflection and projecting a positive and professional image in all your communications. .9 CEU

Cost: \$65
CE.MGT 020-51
3 sessions
Blackwood Location
1/21 – 2/4
R, 6:30-9:30 p.m.

Communications and Presentations

This seminar will assist participants in learning how to stand up and deliver presentations that convey ideas with confidence and passion, inform with pizzazz, and motivate others to take action. Learn presentation basics, connecting with your audience, and correct utilization of visual aids in your delivery. Specific topics will include how to organize your thoughts, using movement, gestures, and facial expressions in presentations, using your voice to project, pace, and pause, and how to grab and keep the audience's attention. .6 CEU

Cost: \$65
CE.MGT 024-51
3 sessions
Blackwood Location
1/26 – 2/9
T, 7-9 p.m.

Assertiveness Skills

This course will focus on assisting individuals in increasing your self-confidence, self-esteem, credibility, and composure. Emphasis will be placed on the techniques utilized to best express yourself, make a strong impact on people, manage your time, and remain in control. We will practice assertive techniques that can help you in any situation. .6 CEU

Cost: \$45
CE.MGT 011-51
2 sessions
Blackwood Location
2/11 – 2/18
R, 6:30-9:30 p.m.

Make the Connection

Business is all about relationships and being a better listener helps you establish better relationships. Of all the skills of leadership, listening is one of the most valuable and one of the least understood. This program is a practical approach to obtain, develop, and strengthen communication skills that can be used by anyone in business or any social environment. Each skill will be introduced and individuals will have time to practice it with an opportunity at the end of the course to integrate the individual communications skills with one another. Specific points covered will be closing the interpersonal gap; developing listening skills such as paraphrasing, perception check, and productive questions; sensitivity in listening; unintended messages; dealing with criticism and use of negativity; and rapport building techniques.

Cost: \$85
CE.MGT 080-41
4 sessions
Cherry Hill Location
3/4 – 3/25
R, 6:30-9:30 p.m.

Conflict Resolution and Management

In today's high paced business environment, change, stress, and conflict occur daily as our economic climate experiences challenges and often times setbacks. This series of classes is designed to help you understand and manage these factors we all face each day.

Managing Stress and Emotions in the Workplace

This course is designed for those wishing to manage stress and prevent burnout. This seminar will teach you how to respond appropriately to daily pressures and how to take charge of stressful situations so you can perform at your best. Participants will learn to recognize the signs of stress, determine stress-prone personalities, and explore coping techniques. .6 CEU

Cost: \$45
CE.MGT 008-51
2 sessions
Blackwood Location
1/25 – 2/1
M, 6:30-9:30 p.m.

The Climate of Change

Change is commonplace in today's businesses and organizations. How you react to it can have a major impact on your career success and your emotional well-being. During this seminar, we will determine how to make change work for you and your company; how attitude is essential in change; why change happens and why it is actually important; and how we can develop ourselves to deal with the stress that change often brings.

Cost: \$45
CE.MGT 071-51
2 sessions
Blackwood Location
2/8 – 2/15
M, 7-9 p.m.

From Conflict to Collaboration

This seminar will focus on assisting individuals in gaining control, confidence, and composure in even the most highly charged situations. Participants will learn about the different types and causes of conflict that occur in the workplace and at home. Discussion of the most common responses to conflict will help each participant uncover their preferred style of managing conflict. Discover how you can defuse and diffuse conflict to create a more positive and productive workplace. .6 CEU

Cost: \$45
CE.MGT 002-51
2 sessions
Blackwood Location
1/27 – 2/3
W, 6:30-9:30 p.m.

DAY ABBREVIATIONS

M=Monday, T=Tuesday, W=Wednesday,
R=Thursday, F=Friday, S=Saturday, U=Sunday

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Leadership Skills

Today's leaders must be multi-dimensional, self-motivated, and well-prepared to adapt at a moment's notice. This series of classes is designed to help you develop leadership skills in the areas of delegation, teamwork, and organizational planning.

Organization and Delegation

Organizing your work and proper delegation of authority have long been recognized as important leadership skills. This seminar will focus on both areas and emphasize specific topics such as how to plan and organize your work and subsequently having employees plan and organize their work and delegation techniques that get results.

Cost: \$45
CE.MGT 017-51
2 sessions

Blackwood Location
2/16 – 2/23
T, 7-9 p.m.

Working as a Team

In the ever rapidly changing industry of today, the mark of a successful manager is one who not only can manage efficiently but also establish a team approach within the workplace. This seminar is designed to prepare those in leadership roles to meet the demanding challenges of leading and motivating a diverse work group. Emphasis will be placed on communication skills, delegating work effectively, and creating a positive work environment through team cooperation and respect. In addition, participants will focus on the critical skill development of establishing a vision, plan, and motivation structure to maximize employees' skills. .9 CEU

Cost: \$69
CE.MGT 025-51
3 sessions

Blackwood Location
3/2 – 3/16
T, 6:30-9:30 p.m.

The Pathway to Leadership

Are you preparing for a promotion into management or have you just entered into a new position as a manager? This seminar will assist emerging leaders into the transition from employee to supervisor. The focus of this program is to help new supervisors identify and face the many challenges that they will encounter during their shift into the new role of manager. Specific topics will include defining the supervisor's role, negotiation and networking, interpersonal and human relations skills, team member environment, time management tips, planning and organizing, and performance assessment practices. .6 CEU

Cost: \$45
CE.MGT 062-51
2 sessions

Blackwood Location
2/10 – 2/17
W, 6:30-9:30 p.m.

INTERESTED IN JOINING OUR TEAM OF QUALIFIED INSTRUCTORS?

The Division of Continuing Education is always looking for qualified instructors that can present new courses or seminars in the area of Professional Growth or Community Services. If you have a special skill you would like us to consider, please send your résumé and course proposal to:

Sheri Porreca
Division of Continuing Education
Camden County College
P.O. Box 200
College Drive
Blackwood, NJ 08012

Notary Public Training Program

There is a growing need for Notaries Public in many professions including paralegal, financial, real estate, business, and legal professions. This class will educate you on how to obtain your notary commission for the State of New Jersey. In addition, you will acquire skills and tools to complete your state assigned job duties as described by the New Jersey Department of Revenue. We will explore what a notary can do; what liability a notary faces; and how to earn money from notary services. Students who successfully complete the training will receive a certificate of completion. This course meets the standards of the New Jersey Notary Association.

Cost: \$69
CE.BUS 014-51
1 session

Blackwood Campus
3/20
S, 9 a.m.-1 p.m.