Maximize your training dollars by joining the Washington County Business Partners Training Consortium.

Kirkwood Training & Outreach Services is partnering with Main Street Washington, Washington Economic Development Group and the Washington Chamber of Commerce to bring a collaborative, high quality, training opportunity to the Washington area.

By joining the Washington County Business Partners Consortium, you are able to:
- Maximize training dollars by bringing experienced trainers to Washington
- Network and share ideas with other participating local companies
- Provide flexible training for your employees

How do you become a partner?
To join the consortium, you simply invest in a “session pass” for the 2016 training sessions. Your seats can be filled with different staff members based on the content of each individual training session.

Training sessions begin June 2016 at the Kirkwood Washington Regional Education Center at 2192 Lexington Blvd. in Washington, Iowa.

For additional information or to register, please contact a Kirkwood Training & Outreach Services program director at 319-398-5623 or visit www.kirkwood.edu/ktos.

Managing and Influencing Change
If we don’t change, we will be changed! This is never more true than today and the workplace is a hotbed for big change. Participants will be challenged to really deal with themselves and how they relate to change. We all say things like “I am OK with change” or “I can change”, until it actually happens to them. Then it is “lock the doors because I’m not changing.” We will discuss and learn how to grab change, own it, deal with it and be amazing at it. We all make choices and we need to be making the choices around change that leverage our greatest opportunities in business and in life!

Wednesday, June 22, 2016, 1-3pm | Facilitator: Heather L. Woody

No More ‘Death by Meeting’! Learn the Skills to Run Productive, Positive, and Efficient Meetings

Even the most skilled and experienced managers have times when they dread running the upcoming team or project meeting. The diversity of personalities, roles, personal agendas, and communication styles often make meeting facilitation a genuine challenge. This engaging session will provide participants with practical, take-home strategies to increase their skills and confidence in facilitating productive, upbeat, and efficient meetings. Topics to be covered include soliciting and managing robust and civil idea exchange; preventing and/or addressing common hindrances such as side-bar conversations; and critical pre- and post-meeting work to ensure seamless transition between meetings.

Wednesday, July 20, 2016, 1-3pm | Facilitator: Brenda Clark Hamilton

The Key to Leading Others: Emotional Intelligence

Leaders today need more than just workplace knowledge and a high IQ to be successful. Studies show the most effective leaders possess emotional intelligence or EQ. Learn about actions you can take to develop your emotional intelligence as unique and proficient. Leveraging real world situations, the class will work to understand the critical role emotions play in effectively leading others. This session will examine the four components of emotional intelligence, the key to unlocking resonant leadership. Throughout the session, discussion will focus on how to apply your newfound EQ to effectively support and influence the team you lead and the teams of which you are a member.

Wednesday, August 24, 2016, 1-3pm | Facilitator: Amanda Childs

Using Social Media to Create Value
Social media is one of the most popular ways to connect with people across all areas of our lives including friends, families, customers and employees. Unfortunately, many have jumped on the social media ‘bandwagon’ only to fall off. Why? Because the lure of social media is, well…social. Like a good mixer or party, social media is enjoyable and fun, but rarely planned with a specific objective or outcome in mind. Utilizing social media platforms – including Facebook, Twitter, Tumblr, YouTube, and Blogs – to create value requires a strategy and a structured method of tracking and evaluating results. This course explores the social media landscape and how it can be used to create value and generate maximum results for both individuals and companies. During this session, participants will explore various social media platforms and how they are used, look at ‘best practice’ case studies on the effective use of social media, learn how to connect with and engage people using social media, and create a social media action plan.

Wednesday, September 28, 2016, 1-5pm | Facilitator: Ryan Siskow

Employee and Employer Goal Setting and Execution
In many workplaces, goals are like New Year’s resolutions. They are set with great expectations, rely on plans built on wishful thinking, and abandoned without ever achieving success. For many people, the goal setting and execution process goes something like this: set a goal, start to execute, lose momentum, time passes, admit failure, and repeat this cycle by setting a new goal. Would you like to know how to avoid common “failure points” that keep people from achieving their goals? This class includes techniques for writing goals, improving time management and implementation, measuring progress, adjusting processes, and creating an environment for success. In addition to focusing on the tasks and metrics involved with setting and executing goals, this class covers the human factors (e.g., values, motivation) that often impact whether or not you and your company’s goals will be met.

Wednesday, November 16, 2016, 1-3pm | Facilitator: Dr. Mel Gorman Jr.

Delivering and Receiving Peer to Peer Feedback
Giving others feedback can be difficult for some people, especially if they are not a direct report. Feedback is trickier when providing it to someone with whom you are on equal terms. Have you ever wanted to give a peer feedback because you truly wanted them to be successful but they didn’t see it that way? Or maybe someone gave you feedback but it wasn’t delivered in a way you wanted or needed to hear it? In this session we will practice the feedback technique PEER: Purposeful Empathic Respectful. These steps work for both giving and receiving feedback. This session is filled with hands-on activities and real-life examples and an opportunity for you to prepare a conversation you need to have with a peer.

Wednesday, December 14, 2016, 1-5pm | Facilitator: Karen Schumacher

Personal Effectiveness: Managing Energy, Time, and Technology for Maximum Impact
Our ability to have the impact we desire depends largely on our ability to manage the moments: the emails, tasks, roles, and responsibilities we manage on a daily basis. During this interactive workshop, we will explore how managing our energy, time, and technology allows us to be more productive and happier along the way. Participants will learn how managing energy, rather than just managing time, increases effectiveness and fulfillment; different ways to prioritize the “important” over the “urgent,” even in a high-intake world of emails, phone calls, reminders, alarms, text messages, and an unlimited list of things to do; how to say “no” in order to say “yes” to the things that matter; how to use technology in a way that supports rather than stifles us; and the role of effective decision making and effective delegation.

Wednesday, October 26, 2016, 1-5pm | Facilitator: Sarah Young

TRAINING SCHEDULE

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PERSONAL EFFECTIVENESS: MANAGING ENERGY, TIME, AND TECHNOLOGY FOR MAXIMUM IMPACT

Wednesday, October 26, 2016, 1-5pm
Facilitator: Sarah Young
Ryan Siskow is a Success Coach that teams with individuals personally and professionally to help them experience their greatness. She has a passion for connecting with people as they pursue their own road to success, goal achievement and fulfilled lives. Heather is sought for her contagious energy, her ability to quickly zero in on the powerful components of a situation, flesh them out and help her clients uncover an approach that leads them to success. Heather has a strength for connecting people in their working and personal relationships in order to create flow, understanding and best outcomes. She wants for her clients to experience the changes and enhancements in their lives that open doors wide to real success. Heather is a Master Certified Coach through the Certified Coach Federation. Heather is a graduate of Coach Inc., one of the largest international training organizations for professional coaches. She holds a BA from the University of Northern Iowa in Public Relations and Communications. She is also a Franklin Covey Consultant/Facilitator and certified in the 5 Choices, The 7 Habits Signature and Great Leaders, Great Teams, Great Results Leadership.

Brenda Clark Hamilton is a dynamic keynote speaker who provides fresh perspectives in leadership, communication, team-building, change management, and offering one’s personal best to life and career. Brenda launched her speaking business in 2005, by offering training to businesses in her northern Iowa community. Since that time, she has become a nationally-recognized conference speaker and audience favorite, keynoting at hundreds of events in 17 states. Audiences are quick to note Brenda’s sense of humor, in-depth knowledge, high energy, and skill at keeping them engaged. Brenda’s career experience includes coordinating professional development for 1,200 Iowa teachers. She holds a Master’s degree in education.

Amanda Childs has been leading others in the workplace for more than 18 years. She earned a Master Of Organizational Leadership from St. Ambrose in Davenport, Iowa and earned an undergraduate degree from both Mt. Mercy University and Kirkwood Community College where she studied Business. For the past several years, Amanda has been teaching various courses in adult learning and leadership topics through Kirkwood Continuing Education and has facilitated workshops in the Beyond Rubia Women’s Conference on the topic of Emotional Intelligence.

Dr. Mel Gonnerman Jr. is the Director of Industrial & Organizational Services at the Pearson Group where he provides companies solutions in the areas of training, organizational planning, and leadership development. His Ph.D. is from Northern Illinois University where he studied social and industrial/organizational psychology. He is a former faculty member in the psychology department at the University of Northern Iowa, research operations manager at the Center for Social and Behavioral Research at UNI, founder and executive director of a non-profit organization, and corporate planing and marketing director at a manufacturing company.

Karen Schumacher is a former faculty member in the psychology department at the University of Northern Iowa, research operations manager at the Center for Social and Behavioral Research at UNI, founder and executive director of a non-profit organization, and corporate planing and marketing director at a manufacturing company.

Sarah Young spent eight years in the corporate world leading people, projects, and teams in the healthcare IT industry, prior to launching Zing Collaborative. It was during this time that she became obsessed with the possibilities we create when we fully claim all the different parts of ourselves – at work, at home, and out in the world. Sarah blends corporate experience, research, mindfulness, leadership, coaching, and experiential learning with the goal of empowering organizations, teams, and individuals to get great results in a way that feels inspired and alive. Her clients range from top universities to high-tech startups to construction crews. Regardless of the industry, they share one thing in common: they are serious about increasing their positive impact and tapping into their full humanity to do so. When she’s not engaged in juicy conversations with her clients and tribe members, you’ll likely find Sarah somewhere in nature, experimenting in the kitchen, or hanging out with her favorite two-legged and four-legged companions.

Heather L. Woody is a Success Coach that teams with individuals personally and professionally to help them experience their greatness. She has a passion for connecting with people as they pursue their own road to success, goal achievement and fulfilled lives. Heather is sought for her contagious energy, her ability to quickly zero in on the powerful components of a situation, flesh them out and help her clients uncover an approach that leads them to success. Heather has a strength for connecting people in their working and personal relationships in order to create flow, understanding and best outcomes. She wants for her clients to experience the changes and enhancements in their lives that open doors wide to real success. Heather is a Master Certified Coach through the Certified Coach Federation. Heather is a graduate of Coach Inc., one of the largest international training organizations for professional coaches. She holds a BA from the University of Northern Iowa in Public Relations and Communications. She is also a Franklin Covey Consultant/Facilitator and certified in the 5 Choices, The 7 Habits Signature and Great Leaders, Great Teams, Great Results Leadership.

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