Howard Community College Is Proud to Present:

**Three Courses Exploring “Soft Competencies”**

**Helpful to Managers!**

Ready to deepen your people skills as you perform the role of manager? These courses are for you! Explore three key competencies helpful to managers: ***constructive communication skills***; ***self-awareness as effective tool in working with others***; and, ***understanding effective teamwork***. Take one, take two, or take all three: **join us** and expand your repertoire of managerial skills!

About the Instructors: Co-taught by Barbara Blake Williams, M.P.A., M.Ed., Esquire and Anne Hilb, MSOD, together the instructors bring over 5 decades of experience to the classroom. Barbara, a former manager, is a mediator and trainer who has helped managers learn conflict resolution skills for over 20 years. Founder and principal at Graymake Consulting, Anne is an expert in organizational development who works with managers on strategies through which their team members fulfill their potential.

**The Courses:**

***Managers and Conflict:  “Let’s Talk!”***

Managers report that conflict seems to be unavoidable in the workplace.  Come learn communication skills for navigating conflict and organizing a constructive conflict conversation.

WHEN?  Monday, March 16, 2020; 6 P.M. – 10:15 P.M.

WHERE? Howard Community College Gateway Campus, Columbia, Maryland

COST? $100.00 (includes $90.00 in fees)

HOW TO REGISTER OR GET MORE INFORMATION? The following link will start you on your way to registration:

https://www.howardcc.edu/programs-courses/continuing-education/business-training-center/business-courses/leadership-supervision.html

Course number for registration is:  XB-154 7788 #6843

***Especially for Managers:  Introspective Insights for Better Communication***

All of us view the world through the prism of our personal experience.  Come engage in exercises designed to help managers understand “where they come from” in order to engage with others in the workplace with differing backgrounds. Class content includes insights on the roles of bias and mindfulness in conversation.

WHEN?  Monday, March 23, 2020; 6 P.M. – 10:15 P.M.

WHERE? Howard Community College Gateway Campus, Columbia, Maryland

COST? $100.00 (includes $90.00 in fees)

HOW TO REGISTER OR GET MORE INFORMATION? The following link will start you on your way to registration:

https://www.howardcc.edu/programs-courses/continuing-education/business-training-center/business-courses/leadership-supervision.html

Course number for registration is:  XB-155 7789 #6847

***Especially for Managers:  Approaches to Dynamic Teamwork***

Managers often say that teamwork has a life of its own—and it does!  Come learn insights to effective teamwork and current thinking about new approaches to an age-old challenge!

WHEN?  Monday, March 30, 2020; 6 P.M. – 10:15 P.M.

WHERE? Howard Community College Gateway Campus, Columbia, Maryland

COST? $100.00 (includes $90.00 in fees)

HOW TO REGISTER OR GET MORE INFORMATION? The following link will start you on your way to registration:

https://www.howardcc.edu/programs-courses/continuing-education/business-training-center/business-courses/leadership-supervision.html

Course number for registration is:  XB-156 7790 #6848

**For more information or questions about registration for any of these courses, please contact Adrienne Summers at Howard Community College at:  443-518-4972 or** [**asummers@howardcc.edu**](mailto:asummers@howardcc.edu)

.