



# **CONTINUING EDUCATION PROGRAM**

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## **Professional Development Workshops**

**For Faculty and Staff  
Expand Your Horizons**



**September 2016—July 2017**

## Mission of Continuing Education

The mission of the Continuing Education Program at Tuskegee University is to provide comprehensive educational programs for lifelong learning. Continuing Education is the means by which the University enriches, expands and extends its resources to a wide range of individuals, special interest groups and targeted audiences not otherwise reached by the traditional ongoing programs. The faculty includes an experienced group of Tuskegee University academic and professional staff.

### Continuing Education Unit (CEU)

The Continuing Education Unit is a nationally recognized means of tracking non-credit continuing education. It confirms one's participation in a structured professional development activity or course work.

**One CEU** is awarded for 10 hours of completed activity or course work. A permanent record of your participation is maintained in the Office of Continuing Education, with the provision of your social security number to the Continuing Education Office. A certificate is issued for successful completion of a program.

### New Faculty Development Workshop on Teaching

**September 1, 2016**

**Time: 9:00 a.m.—3:30**

**Instructor: Henry J. Findlay**

#### Workshop Description

This workshop is designed to enhance teaching effectiveness across disciplines, especially for new faculty members and other instructional personnel who have not had formal training in teaching methodologies and delivery of course content. Also, faculty will develop a better understand of new science of teaching and learning and how to use it in the classroom.

**Who Should Attend:** All new instructional faculty to Tuskegee University who have not attended this workshop

#### Learning Objectives

At the end of the workshop, participants will be able to:

- Understand and apply the new science of teaching and learning in the classroom
- Design instruction to facilitate deep and lasting learning at a time when mobile technologies are rewiring students' brains
- Apply general principles of teaching and learning to create deeper and lasting learning
- Align objectives with content (Benjamin Bloom's Taxonomy of Education Objectives)
- Apply principles of test construction and assessment in relationship to course objectives
- Apply factors to consider in integrating technology into the teaching and learning process
- Determine teaching styles of faculty and how to align them with the learning styles of students
- Apply proven techniques to get students to think critically

## Writing for Professional Journal Publication

September 8, 2016

**Time: 9:00 a.m. – 12:00 p.m.**

**Instructor: Henry J. Findlay**

### Description

Today, it is crucial for faculty to maintain a high level of scholarly productivity primarily because of the “creeping shift” in standards for tenure and post-tenure requirements. In higher education, you “publish or perish”. This course is designed for faculty, who would like to increase their scholarship for publications. The focus of the seminar will be on writing both qualitative and quantitative research articles for publications.

**Who Should Attend:** Instructional faculty and staff from all disciplines, who wish to publish in regional, national, and international journals.

### Learning Objectives

- Learn how to write a paper for submission to professional journals
- Learn tips that will increase the acceptance rate of your papers
- Learn how to get your work published in some of the top journals
- Learn the 16 “Beatitudes” in getting published
- Learn how to respond to Reviewers’ Comments
- Learn how to use the universal intellectual standards to produce scholarly work

## Grant Writing Made Simple

September 15, 2016

**Session I: 9:00 a.m. - 12:00 p.m.**

**Session II (Repeat) 1:00—4:00 p.m.**

**Instructor: Henry J. Findlay**

**Workshop Description:** This workshop is designed for prospective grant writers and those who want to enhance their grant writing skills. It will emphasize the “nuts and bolts” of writing winning proposals.

**Who Should Attend:** Individuals interested in learning how to write “fundable” proposals.

### Learning Objectives

- Learn how to find foundation money
- Learn the steps involved in the preplanning stages of writing a good proposal
- Develop skills in writing succinctly so that reviewers can understand your writing
- Learn how to write a persuasive proposal that sells your ideas
- Develop skills in defining the problem
- Learn and use the questions that should be answered in writing an excellent significance to your proposed project
- Apply skills in writing clear, concise, understandable goals
- Develop skills in writing the evaluation plan that shows a direct relationship between the goals and objectives and the measures to achieve them
- Learn how to use transitional terms to move smoothly from one sentence to another
- Develop skills in preparing a good budget and budget narrative/justification

## **Microsoft Publisher 2013**

**September 29, 2016**

**9:00 a.m. - 12:00 p.m.**

**Instructor: TBA**

**Course Description:** This course is designed to teach participants how to create multi-page customized brochures from scratch; import and format text and graphics, and create documents containing multiple columns.

**Who Should Attend:** Beginners with little or no experience in using Microsoft Publisher 2013, but who want to be able to create documents including brochures and pamphlets.

### **Learning Objectives**

- Creating new multi-page brochures and other documents
- Formatting text using fonts, sizes, type of styles, and line spacing
- Wrapping text around graphics
- Creating common elements, such as page numbers and design guides that will appear on each page of a document
- Importing text and graphics from other applications

## **Microsoft Excel 2013**

**September 29, 2016**

**1:00—4:00 p.m.**

**Instructor: TBA**

### **Description**

Participants will explore the wonders of Microsoft spreadsheets and learn how to create worksheets and formulas, move and copy data, and formatting techniques. This electronic spreadsheet is designed to allow you to input and manipulate all kinds of operations in budgeting, data base management, data analysis, and graphing of your results.

**Who Should Attend:** Individuals whose work involves using Excel and who are not familiar with Excel 2013

### **Learning Objectives**

- Learn the fundamentals of Excel
- Apply the various templates to create charts, tables, and graphs
- Learn how to create formulas to solve various budgeting and other data base management projects including grade book and mail merge

# Creating Deep and Lasting Learning Using Brain-Based Teaching - October 6, 2016

Time: 9:00 a.m.– 12:00 p.m.

Instructor: Henry J. Findlay

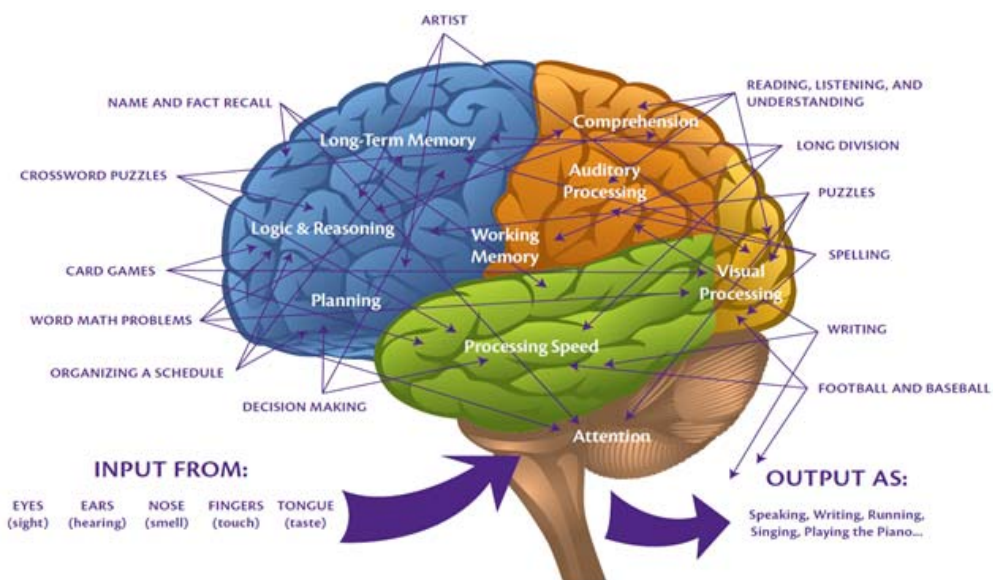
## Description

The purpose of the workshop is to provide educators with knowledge and strategies on how to use cognitive neuroscience learning theories to create deep and lasting learning. Additionally, the workshop is designed to enable participants to get a better understanding of the mental processes that take place in the brain during learning and how to design instruction to achieve greater academic performance.

**Who Should Attend:** Instructional personnel, administrators, teaching and learning center directors, technology enabled center personnel, and individuals interested in learning and applying the principles of the new science of teaching and learning in the classroom.

## Learning Objectives

- Understand and apply techniques regarding the new science of teaching and learning—the intersection of cognitive neuroscience, education, and psychology and their impact on teaching and learning
- Apply strategies that will get students to “deposit” more information into the brain’s long term memory and thus increase academic performance
- Apply strategies to create a deliberate and systematic integration of technology into the classroom that can transform brains, behavior of students in order to create deep and lasting learning
- Understand the role of sleep, food, exercise, hydration, and oxygen in brain-based teaching and learning — a recipe for deep and lasting learning
- Apply cognitive neuroscience learning theories in designing instruction to create deep and lasting learning.



**Session I: 9:00 a.m. - 12:00 p.m.**

**Session II: (Repeat) 1:00—4:00 p.m.**

**Instructor: Henry J. Findlay**

### Course Description

In today's customer-oriented business environment, "people skills" are critical for personal and organizational effectiveness. How you handle your customers can directly affect your organizational goals as well as the perceptions of the public regarding your ability to serve the customers with a symphony of excellence. This seminar is designed to give employees the skills needed to communicate effectively, gain respect, enhance customer relationships and improve overall ability to serve the customers with excellence.

**Who Should Attend:** Individuals who would like to serve the customers with a symphony of excellence.

### Learning Objectives

Course participants will develop knowledge, skills and attitudes in knowing how to:

- Know and apply the 21 essential elements of building customer loyalty
- Deliver better, faster service and increased customer satisfaction, thereby increasing productivity
- Gain repeat business
- Internalize the benefits of providing good customer service
- Know what customers expect
- Increase your credibility with customers-and your value to your organization
- Manage stressful situations more effectively
- Deliver better, faster service and increase customer satisfaction
- Know what customers expect
- Increase your credibility with customers-and your value to your organization
- Manage stressful situations more effectively
- Recognize the signals of customer irritation-and how to respond appropriately and assist in quickly finding a workable solution to your customer's problem
- Focus on customer service excellence and success
- Internalize the notion that excellent customer service creates revenue
- Manage customer expectations by personality style
- Dealing with difficult customers
- Construct a successful customer service survey to get a high response rate
- Responding effectively to specific customer behavior

**Session I: 9:00 a.m. - 12:00 p.m.**

**Session II: 1:00—4:00 p.m.**

**Instructor: TBA**

### Workshop Description

In an effort to spur organizational effectiveness, a great deal of time is spent in meetings, planning and debriefing strategies and activities. A recent survey by business leaders found that managers spend over fifty percent of their time in meetings. The same study reported that managers felt that about one-third of those meetings were unproductive. This course is designed to provide you with strategies that will help you improve the quality of your meetings.

**Who Should Attend:** Individuals who want to prepare themselves to facilitate effective business meetings.

### Learning Objectives

- Identify the benefits of planning a business meeting
- Identify when a meeting is needed
- Recognize the appropriate type of meeting
- Identify the most effective time to have a meeting
- Identify the benefits of preparing an effective agenda
- Identify the benefits of preparing the meeting's site, participants, and follow-up
- Recognize ways to prepare participants for a meeting
- Choose the ideal meeting environment
- Use parliamentary procedures to conduct meetings in a business-like manner



# How to Improve the Performance of Underperforming Employees and help the High Performers Excel

October 18, 2016

**Session I: 9:00 a.m. - 12:00 p.m.**  
**Session II: (Repeat) 1:00—4:00 p.m.**

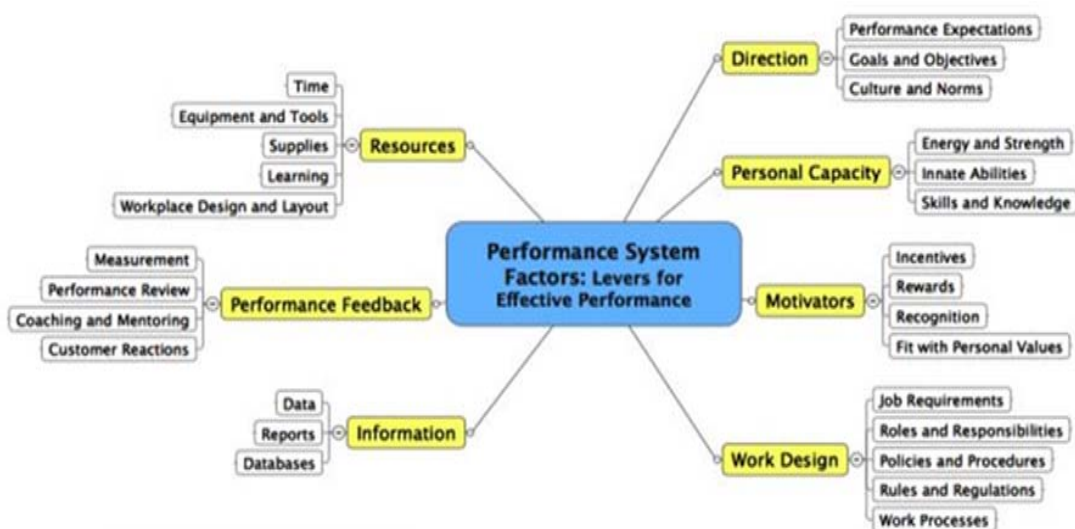
**Instructor: Henry J. Findlay**

**Workshop Description:** Underperforming employees can cause serious negative impact on the level of productivity in any business, organization, or institution. This seminar is designed for prospective and current supervisors who would like to improve the performance of employees in their department. You will take away from this workshop strategies that will help you to deal more effectively with underperforming employees and get them to improve their performance. Additionally, you will learn strategies that will help high performers to perform at an even higher level.

**Who Should Attend:** Prospective and current supervisors

## Learning Objectives

- Learn ways to determine the reasons for underperformance
- Learn how supervisors can contribute to underperformance
- Understand talent management and how a lack of it can contribute to underperformance
- How to know when employees are performing above and below the line
- Understand how accountability influences performance
- Learn how to raise one issue, problem or behavior at a time to improve performance
- Apply strategies to help employees see how improved behavior will improve his or her situation and career
- Demonstrate how to reprimand without offending
- Demonstrate how to communicate effectively, gain respect, enhance customer relationships and improve the overall environment at the workplace
- Learn the characteristics of high performers and how to get them to perform even better



Source: High Impact Learning, Robert Brinkerhoff, p. 124



## The Impact of Mobile Technologies on the Brain and Worker Productivity

October 27, 2016

**Session I: 9:00 a.m. - 12:00 p.m.**

**Session II: (Repeat) 1:00—4:00 p.m.**

**Instructor: Henry J. Findlay**

### Workshop Description

Neuroscientists inform us that the constant use of mobile devices is starting to change our brain's physical structure, affecting empathy levels, mental ability, worker concentration, and ability to make good decisions. One of the reasons is because the constant exposure to such devices is creating "popcorn brains" -- the need to switch quickly between tasks. Also, **FoMo (Fear of Missing out)** syndrome is affecting workplace productivity (Rosen, 2014) . It takes the average worker about 25 minutes to return totally to the task at hand after being interrupted by a mobile device. In fact, according to Stylist.com.uk (2010-2014), the possibility of expecting an email/text can temporarily lower ones IQ by as much as 10 points . The purpose of this workshop is to highlight some of the impacts that mobile devices can have on the brain and thereby negatively impact productivity at the workplace.

**Who Should Attend:** Any faculty or staff member who wants to understand how mobile technologies impact the brain and worker productivity.

### Learning Objectives

- To gain knowledge about how mobile technologies are rewiring the brain and impacting work performance
- To inform workers how a lack of sleep because of valuable time spent on some form of mobile device can negatively impact work performance
- To understand that trying to multi-task on mobile devices while performing work tasks can reduce worker productivity
- To learn the relationship between fixed-mindset and growth mindset on worker productivity



Session I: 9:00 a.m. - 12:00 p.m.

Session II: 1:00—4:00 p.m.

**Instructor:** TBA

### Workshop Description

This workshop will provide guidance to those interested in enhancing their profession through better writing such as content, organization, and style. By improving your grasp of the technical elements of the English language, professionals can spend more time focusing on other larger business activities.

**Who Should Attend:** Those interested in improving their writing skills

### Learning Objectives

- Identify the essential elements in effective writing
- Develop and apply skills in arranging and sequencing your writing
- Develop skills in writing clear and succinct sentences
- Develop skills in using the active voice instead of the passive
- Develop skills in summarizing large amounts of information into a clear and concise manner
- Use clear and powerful language to assert and persuade others for positive results
- Learn how to structure technical documents quickly to increase productivity
- Learn how to translate ideas into effective written documents



**Session I: 9:00 a.m. - 12:00 p.m.**

**Session II: 1:00—4:00 p.m.**

**Instructor: TBA**

### Description

A highly useful workshop designed to polish and enhance your social skills. This workshop gives you the essential information on manners in concise and plain English. It will help you develop the elements of politeness in today's cross-cultural environment. This business etiquette training program will also cover professional behavior, networking, business dining skills, etc.

**Who Should Attend:** Employees who wish to enhance their social and business skills

### Learning Objectives

- Demonstrate how to enhance your image, make introductions, proper handshaking technique, remember names, improve your mingle-ability and dining etiquette
- Learn how to avoid awkward silences, start conversations even when you have nothing to say
- Learn ways to improve your listening skills, exit conversations gracefully and turn every social or business event into an opportunity for success
- Learn styles of eating, formal table setting, silverware savvy, navigating the place setting, dining do's and don'ts, etc.
- Learn the guidelines for appropriate dress, choosing powerful colors, making the most of accessories and much more
- Understand general workplace etiquette
- Understand dining and tipping etiquette
- Understand protocols for using cell phones at meal functions and during meetings
- Understand cubicle and desk etiquette
- Understand workplace etiquette away from the office



**Session I: 9:00 a.m. - 12:00 p.m.**

**Session II (Repeat) 1:00—4:00 p.m.**

**Instructor:** TBA

### Course Description

Increasingly, the community in which we live and work is becoming more diverse. Diversity of culture in the workplace has helped to increase productivity when there is shared understanding and vice versa. The course is designed for participants to learn the basics of cross-cultural business communication, including cultural differences in nonverbal and written communication. You will also learn how to adjust the volume, pitch, and rate of your speech when communicating cross-culturally.

**Who Should Attend:** Individuals who want understand the importance of cultural diversity and how it affects productivity at the workplace.

### Learning Objectives

- Understand techniques for working with multicultural audiences
- Understand the four generations at the workplace — their habits, attitudes, behaviors, thinking, etc.
- Describe and analyze cultural-specific styles of communication
- Understand how cultural diversity affects international business
- Apply strategies for effective cross-cultural communication
- Recognize plausible conflict areas derived from cultural diversity
- Learn how stereotyping others can negatively affect worker productivity



**Session I: 9:00 a.m. - 12:00 p.m.**

**Session II (Repeat) 1:00—4:00 p.m.**

**Instructor: TBA**

### Description

Workers who feel good about themselves are more productive. However, sometimes the hustle and bustle of today's hectic life and work environment is sure to produce stress in your life, which in the long run, can severely affect your health, happiness, and productivity. If you suffer from stress, or if you believe that the pace of your life is prone to stress and you are unhappy, then you should register for this course and learn how to regain, recharge, and restore your happiness. The course is designed to identify stressors in the workplace that make you unhappy, and to understand how these stressors affect the working environment. Coping strategies will be emphasized during the course that will enable you to regain your happiness and live a more productive home and work life.

**Who Should Attend:** Individuals with an interest in learning how to cope with the stressors of life, family and work.

### Learning Objectives

- Learn how to be happy again through the de-freezing of inner thoughts
- Minimize the stress associated with your job and life
- Rethink the paradigms that shape your responses and make you happier
- Replenish your physical resources through basic self-care so you can feel better about yourself
- Restore inner calm through relaxation techniques to increase your happiness
- Tap into new sources of emotional well-being to facilitate your happiness
- Achieve personal balance in a world defined by change in the home and the workplace



## Effective Public Speaking

March 9, 2017

**Session I: 9:00 a.m. - 12:00 p.m.**

**Session II: (Repeat) 1:00—4:30 p.m.**

**Instructor: Henry J. Findlay**

### Course Description

Much of one's success in making presentations has to do with knowing what to do and when to do it. This public speaking seminar will teach you advanced skills, yet easy to implement techniques that allow you to create and deliver presentations and speeches that move people to action.

**Who Should Attend:** All University faculty and staff

### Learning Objectives

- Utilizing the components of image: voice, content, and body language for impact
- Using visual aids effectively
- Demonstrate how to projecting control through basic delivery skills
- Apply techniques in overcoming negative or distracting mannerisms and nervousness
- Demonstrate how to using rhetorical speech patterns to deliver more effective speeches
- Demonstrate how to use audience involvement to enhance and make content memorable
- Apply skills in using advanced mind-mapping techniques for quick preparation
- Learn how to use appropriate and well-placed humor
- Use simple techniques to deal with negative or hostile audiences
- Find and use quotes and anecdotes to drive home key points
- Say and do the right thing when something goes wrong
- Keep a high level of interest during the entire presentation



**Session I: 9:00 a.m. - 12:00 p.m.**

**Session II: (Repeat) 1:00—4:30 p.m.**

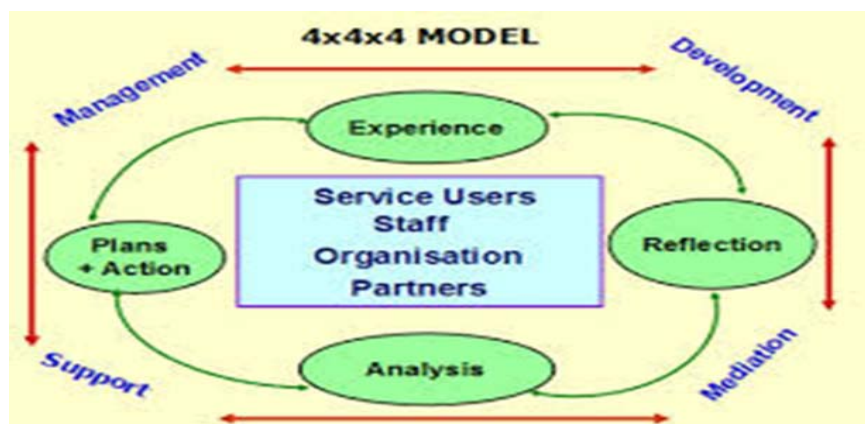
**Instructor: Henry J. Findlay**

**Workshop Description:** This workshop will prepare you to be a more effective leader in carrying out the responsibilities in your new position. This will be achieved by applying certain leadership principles that have proven effective to include but not limited to lifting your staff to greater performance; how to exercise emotional intelligence, how to praise and how to reprimand without confrontation.

**Who Should Attend:** Anyone interested in becoming a supervisor or who are already in a supervisory position but needs some skills to perform their job to a higher level of efficiency.

## Learning Objectives

- Learn how to manage the change process
- Identify your own leadership style and your ability to adapt, based on the situation
- Learn and apply various leadership models
- Learn how to conduct a SWOT analysis of yourself
- Learn strategies to avoid suicidal leadership
- Learn if you are a victim of homicidal leadership or if you are the perpetrator
- Learn your greatest challenges and knowing the pitfalls and how to avoid them
- Learn what your supervisor and peers expect from you
- Adjust personal behavioral styles to build better working relationships
- Learn how to use supportive vs. corrective feedback effectively to improve coaching relationship
- Learn how to use motivation to handle workplace issues
- Learn the benefits of delegation
- Learn how to communicate with supervisors, peers, or employees with different style preferences



## **Power Point 2013**

**April 6, 2017**

**9:00 a.m. - 12:00 p.m.**

**Instructor: TBA**

### **Description**

PowerPoint 2013 is a complete presentation graphics program that allows you to produce professional-looking presentations. PowerPoint can create paper printouts, outlines, speaker notes, and audience handouts. Hands-on exercises will be used to demonstrate the capabilities of PowerPoint and allow students to create their own presentations.

**Who Should Attend:** All faculty and staff interested in making effective presentations

### **Learning Objectives**

- Learn the fundamentals of PowerPoint, then transform those skills into effective presentations that will captivate and motivate your audience
- Apply the various templates to create charts, tables and graphs
- Learn how to add music and all types of graphics to your presentation that will motivate your audiences and keep them interested
- Develop skills in enhancing and embellishing your presentation skills
- Increase the effectiveness of your teaching and learning

## **Microsoft Word 2013**

**April 6, 2017**

**1:00—4:00 p.m.**

**Instructor: TBA**

### **Description**

This course is designed to develop the basic skills in using Microsoft Word 2013, including navigating the commands that are needed to produce well-formatted documents. Additionally, participants will develop skills in using the advance features such as how to work with charts, create documents for the Web, create forms, form letters and labels, Also, they will learn how to make information in a longer document accessible by adding bookmarks, table of contents, and indexes, and increase efficiency and productivity.

**Who Should Attend:** Individuals who are not proficient in using Microsoft Word 2013 and those who would like to enhance their skills

### **Learning Objectives**

- Customize tables and charts
- Customize styles for document element
- Modify pictures in a document
- Create customized graphic elements
- Structure content using Quick Parts
- Present a professional appearance to your documents with customized formatting
- Control text flow
- Automate common tasks
- Automate document creation
- Perform mail merges





**Time: 9:00 a.m.—12:00 p.m.**

**Instructor: Henry J. Findlay**

### Description

Emotional intelligence (EQ/EI) is concerned with understanding the personal, social, and survival dimensions of intelligence. It is also about how you manage our own emotions in relating to people, and adapting to and coping with one's immediate surroundings. Understanding EQ is a distinguishing characteristic between effective, focused and visionary leaders and leaders who are borderline and transactional. You will take away strategies from the this workshop that will spur greater career success, stronger relationship, increased optimism and confidence, better problem solving skills, improved communication, and effective leadership skills. Also, it will provide you with an ability to assess and analyze the work environment and use that information to facilitate better decision making.

**Who Should Attend:** Individuals interested in understanding the conceptual dimensions of emotional intelligence (intrapersonal, interpersonal, adaptability, stress management, and general mood).

### Learning Objectives

- Determine your emotional intelligence profile
- Understand why emotional intelligence is important for effective leadership
- Understand and use emotional intelligence to gain an honest and more accurate awareness of yourself
- Improve your emotional intelligence skills in order to manage emotions in yourself and with others
- Understand how to adapt your own emotions and behaviors for successful team work
- Learn how to improve your decision-making skills, based on your self-awareness of emotional intelligence
- Learn how to create a work environment that fosters and maintains high levels of emotional intelligence
- Learn how to influence and facilitate the motivation of others without



**Registration Form**  
**Continuing Education Program, Kellogg Conference Center**  
**1 Booker T Washington Boulevard**  
**Tuskegee, AL 36088**

You may use any of the following registration methods. By Mail: Complete registration form and return it to the above address. By email at Findlay@mytu.tuskegee.edu: By Fax: Fax a copy of the completed registration form to (334) 724-4199.

Name (Print): \_\_\_\_\_

Department: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

Office Address: \_\_\_\_\_

Name of Course \_\_\_\_\_

Date: \_\_\_\_\_ Session \_\_\_\_\_

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Tuskegee University  
Continuing Education Program  
Kellogg Hotel and Conference Center  
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334-727-8601



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