

## Information Sessions

Atlantic Cape's Workforce Development Division offers a wide variety of certification, certificate, and professional training programs to meet the needs of individuals and businesses in Atlantic and Cape May counties. We understand that decisions are best made with information and having your questions answered. We invite you to join us for an information session that will provide current information on our training programs. Hear a brief overview, then spend time asking your questions.

### **Getting into Healthcare (Certified Medical Assistant)**

Healthcare is a growing field and provides clear opportunities for advancement. Atlantic Cape's Certified Medical Assistant Program provides participants with the skills and certifications necessary to begin a career in healthcare. Join us to hear about our program and have your questions answered. Speak with the program's lead instructor to gain useful insight.

Tuesday, May 12, 9:30 a.m.-11:00 a.m.

### **Understanding Certificates, Certifications, and Credentials**

Do you need a credential, a certificate, or a certification for that next job? Which training providers are qualified to provide them? Join us for the discussion.

Friday, May 15, 9:30 a.m.-10:15 a.m.

### **Internships, Job Shadowing, and Apprenticeships**

When considering a training program, understand the "work experience" element. What is better for you? What are the differences? Join the discussion.

Friday, May 22, 9:30 a.m.-10:15 a.m.

## Strengthening Your Potential Series

The sessions in this series are designed to provide you with information that will help you build your potential as a professional. Each session will cover four topics. Sessions are presented and by Sherwood L. Taylor, Atlantic Cape's Director of Workforce Development

### **Communication in Action**

- Communication 101
- Understanding the Use of Questioning?
- Understanding Communication Styles
- Resolving Communication Based Conflict

Thursday, May 7, 9:30 a.m.-11:00 a.m.

### **Conducting Remote Meetings**

Are you a manager or supervisor who is tasked with conducting meetings remotely. Learn some basic techniques to engage your attendees and hold a productive meeting.

Friday, May 8, 9:30 a.m.-11:00 a.m.

### **The Art of Leadership: Leadership in Action**

- Styles, Expectations, and Power
- Leadership Competencies
- Principles of Effective Communication
- Using Delegation Effectively

Thursday, May 14, 9:30 a.m.-11:00 a.m.

### **The Art of Leadership: Building Departmental Collaborations**

- Why Teamwork Fails
- Defining the Teamwork Competency
- Stages of Team Development
- Rules for Effective Teams

Thursday, May 21, 9:30 a.m.-11:00 a.m.