

School of Lifelong Learning

NON-ACADEMIC CREDIT

Workshops, Institutes, Conferences, Seminars, and Professional & Personal Development Activities

EFFECTIVE CLASSROOM MANAGEMENT

Effective Classroom Management Practices for Teachers

CEU Credits: .6

This one-day workshop will demonstrate teachers, administrators, and other educators with knowledge on how to prevent and reduce common classroom and school wide violations without using retaliatory consequences. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

September 9, 2017

Time:

9:00a.m.- 4:00p.m.

All School of Lifelong
Learning Non-Academic
Credit Courses Will be
located at:

***School of Lifelong Learning
E.E. Thrash Universities
Center
3825 Ridgewood Road
Jackson, MS 39211***

For More Information:

**601-979-8894
or
601-979-8777
www.jsums.edu/lifelearning**

Cultivating Teachers with Applicable Behavior Practices

CEU Credits: .6

This one-day session focuses on how teaching practices causes and impact conditions in the classroom. The instructor will discuss and illustrate the advantages and disadvantages of different styles, the importance of being "skilled" in addition to personal styles, and using new interpersonal responses to replace unaccommodating ones. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

October 7, 2017

Time:

9:00a.m.- 4:00p.m.

Managing Discipline in Schools

CEU Credits: .6

This one-day session will support teachers in connecting with disruptive students and ways to inspire and motivate them to be more productive in the classroom. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

November 4, 2017

Time:

9:00a.m.- 4:00p.m.

Conflict Resolution Approaches

CEU Credits: .6

Educators will practice techniques can be implemented for conflict resolution strategies and encourage students to resolve conflicts. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

December 2, 2017

Time:

9:00a.m.- 4:00p.m.

Building Character through Supportive Learning

CEU Credits: .6

This one-day session will focus on the significance of cooperative learning in character education. Participants will learn effective strategies for developing core virtues and how to incorporate cooperative learning strategies into classroom instruction. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

December 13, 2017

Time:

9:00a.m.- 4:00p.m.

EDUCATIONAL SUPPORT STAFF

American Sign Language

CEU Credits: .6

Participants will learn the basics of how to communicate using American Sign Language. The instructor will demonstrate to participants how to develop conversational skills and proficiency in the areas of sign language. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

December 9, 2017

Time:

9:00a.m.-4:00p.m.

EDUCATIONAL SUPPORT STAFF (Cont'd)

Workplace Emergency! How to Survive?

CEU Credit: .6

This one-day session will provide a foundation of optimistic relationships that will aid staff for possible challenges during an emergency. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

September 6, 2017

Time:

9:00a.m.- 4:00p.m.

TECHNOLOGY

Technology Usage in the Classroom

CEU Credit: .6

This workshop provides first-hand information with up-to-the-minute topics in technology, keeping up with the modern applications, and approaches to teaching and learning.

(Cost: \$50.00; CEUs are an additional \$20.00)

Date:

October 6, 2017

Time:

9:00a.m.- 4:00p.m.

Microsoft Excel (Intermediate)

CEU Credit: .6

This workshop is designed for participants to learn the basics in creating, editing, and formatting worksheets. This course will allow participants to practice the use of cells, columns, and ranges.

(Cost: \$50.00; CEUs are an additional \$20.00)

Date:

November 8, 2017

Time:

9:00a.m.- 4:00p.m.

Power Point (Intermediate)

CEU Credit: .6

This workshop offers participants the opportunity to learn the basics of creating a PowerPoint presentation and discover the software's many classroom uses. Participants learn how to use basic presentation skills, formatting and editing text, graphic images, and tables. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

December 1, 2017

Time:

9:00a.m.- 4:00p.m.

Creative Learning Centers using Technology

CEU Credit: .6

This workshop will provide information and activities using technology. Participants will discover free websites that provide students with interactive learning centers for controlled guided practices. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

December 8, 2017

Time:

9:00a.m.- 4:00p.m.

Microsoft Excel (Beginner)

CEU Credit: .6

This workshop is designed to learn the basics in creating, editing, and formatting worksheets. This course will allow participants to practice the use of cells, columns, and ranges. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

December 12, 2017

Time:

9:00a.m.- 4:00p.m.

BUSINESS

Time Management and Efficiency

CEU Credit: .6

This workshop is designed to help participants identify causes of procrastination, pinpoint personal time wasters and increase concentration and focus. Participants will learn to schedule time more effectively, stay on track and keep important goals in mind, for balancing daily activities and effective productivity. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

December 15, 2017

Time:

9:00a.m.- 4:00p.m.

BUSINESS (Cont'd)

What is Good Customer Service?

CEU Credit: .6

This workshop will train business associates on resolving customer complaints in a pleasant and non-threatening manner. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

September 16, 2017

Time:

9:00a.m.-4:00p.m.

Strategies for Presentation Skills

CEU Credit: .6

Participants will gain specific presentation skills and direction needed to become comfortable with presenting. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

September 21, 2017

Time:

9:00a.m.- 4:00p.m.

How do I know I am being Sexually Harassed?

CEU Credit: .6

This workshop shows how to prevent sexually hostile work environments that are illegal. The instructor will explain how sexual hostile environments create a lack of respect in the workplace, the minimum requirements of the law, and basic organization's policies and procedures prohibiting harassment. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

September 22, 2017

Time:

9:00a.m.- 4:00p.m.

Effective Writing and Communication

CEU Credit: .6

This one day workshop will help participants practice active listening techniques, learn tips for effectively communicating in the workplace, and practice writing effective inter-office memoranda, short reports, and a variety of business letters. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

September 23, 2017

Time:

9:00a.m.- 4:00p.m.

Grant Writing

Intro to Grant Writing (Part 1)

CEU Credit: .6

This one day workshop will focus on how to write a winning grant proposal. The instructor will identify what agencies and organizations qualify for particular grants and how to apply. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

September 14, 2017

Time:

9:00a.m.- 4:00p.m.

The Grant Set-Up (Part 2)

CEU Credits: .6

This one day session will help you understand the grant seeking process and resources that can help when you encounter roadblocks. Participants will be able to identify their organization's strengths from the funder's perspective; understand where grants fit in a fundraising plan, who awards the funds, and find the right tools to effectively target your search. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

September 21, 2017

Time:

9:00a.m.- 4:00p.m.

Grant Management: The Finale (Part 3)

CEU Credit: .6

This one-day workshop will guide grant seekers through the grant management process which will help them identify and understand the critical terms and conditions of grant aid for donor-funded projects. Participants will also ensure compliance with donor terms and condition and provide supporting documents, correct procurement of good and services, and meeting financial reporting requirements. **(Cost: \$50.00; CEUs are an additional \$20.00)**

Date:

September 28, 2017

Time:

9:00a.m.- 4:00p.m.