EFFECTIVE CLASSROOM MANAGEMENT

Reinforcement and Total Classroom Management Stratagems
CEU Credits: .6

This one-day workshop will assist teachers, administrators, and other educators in learning how to prevent and reduce common classroom and school wide infractions without using punitive consequences. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: November 10, 2015
Session 2: June 1, 2016

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

Teaching Students How to Behave and Increase Social Skills
CEU Credits: .6

In this one-day workshop, educators will learn how to teach critical social skills to help make school a more positive place in which to learn, but to help promote optimal student learning. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: November 11, 2015
Session 2: June 2, 2016

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

Classroom Teaching Approaches and Practices
CEU Credits: .6

This one-day session focuses on how teaching styles causes and influence situations in the classroom. The instructor will discuss and cover the advantages and disadvantages of different styles, the importance of being 'skilled' in addition to personal styles, and using new interpersonal responses to replace unhelpful ones. (Cost: $50.00; CEUs are an additional $20.00)

Date:
November 14, 2015
June 24, 2016

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

Managing Discipline in Schools
CEU Credits: .6

This one-day session will assist 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:
Session 1: December 4, 2015
Session 2: June 21, 2016

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

Building Character through Cooperative Learning
CEU Credits: .6

This one-day session will focus on the value of cooperative learning in character education. Participants will learn effective strategies for incorporating cooperative learning strategies into classroom instruction. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: December 15, 2015
Session 2: June 23, 2016

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

Conflict Resolution Strategies
CEU Credits: .6

This one-day workshop helps educators understand how they can teach conflict resolution skills and empower students to resolve conflicts. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: December 16, 2015
Session: 2: June 28, 2016

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

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School of Lifelong Learning
E.E. Thrash Universities Center
3825 Ridgewood Road
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601-979-8894
Or
601-979-8777
Toll Free:1-800-264-6234
www.jsums.edu/cll
services.smec-jsu.org
Time Management and Effectiveness
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:
Session 1: November 6, 2015
Session 2: May 3, 2016

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:
Session 1: November 23, 2015
Session 2: May 13, 2016

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

Good Customer Service
CEU Credit: .6
This workshop will train business associates to receive and resolve customer complaints in a friendly, positive and non-threatening manner. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: November 8, 2015
Session 2: May 5, 2016

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

What Kind of Leader Are You?
CEU Credit: .6
This one-day workshop will provide supervisors with strategies and tools to become great leaders and assist in identifying leadership traits, learn goal setting techniques and build coaching skills. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: January 7, 2016
Session 2: May 18, 2016

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

Sexual Harassment in the Workplace
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:
Session 1: November 6, 2015
Session 2: March 4, 2016

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

Effective Strategies for Presentation Skills
CEU Credit: .6
In this workshop, participants will gain specific presentation skills and direction needed to become comfortable with presenting. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: November 10, 2015
Session 2: March 3, 2016

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

Workplace Safety
CEU Credit: .6
This workshop will show participants how to implement a safety plan for their own environment. This workshop will provide safety practices that can be used to reduce the risk of both short-term and long-term injuries in the workplace. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: February 23, 2016
Session 2: April 13, 2016

Time:
9:00a.m.- 4:00p.m.
SPECIAL EDUCATION

Foundations of Inclusive Schooling
CEU Credit: .6
This one-day workshop provides teachers with knowledge on the foundation of special education and explores philosophies, diverse and historical viewpoints, laws, and service delivery. Participants will learn strategies to better communicate with persons with disabilities, their families and other professionals to understand the culture of disability. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: January 5, 2016
Session 2: April 1, 2016

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

Teaching Students with Exceptional Learning Needs
CEU Credit: .6
In this one-day workshop, participants will explore theoretical perspectives of exceptional learning needs. Participants will also be introduced to curriculum development and instructional approaches for inclusive classrooms. Factors that affect learning from multiple perspectives will be reviewed as well. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: February 4, 2016
Session 2: May 28, 2016

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

EDUCATIONAL SUPPORT STAFF

Interventions for Students with Severe Needs
CEU Credit: .6
This one-day workshop will provide teachers with tools to increase the functional performance and academic success of students with severe diagnoses (e.g., autism spectrum disorder, severe intellectual disabilities, or multiple disabilities). Participants will learn strategies with demonstrated effectiveness in increasing communication skills, appropriate behavior, social skills, and life skills. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: January 12, 2016
Session 2: April 8, 2016

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

Basic Sign Language
CEU Credits: .6
Participants will learn the basics of how to communicate using American Sign Language. The instructor will help participants develop conversational skills and competence in the areas of sign language. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: February 5, 2016
Session 2: May 10, 2016

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

Staff Relations and Teamwork
CEU Credit: .6
This session focuses on behaviors that break down staff relations and those that build them up. Participants will address strategies that create a more positive work environment. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: February 1, 2016
Session 2: April 12, 2016

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

Survival During an Emergency
CEU Credit: .6
This session will provide a foundation of positive relationships that can help staff face the challenges during an emergency. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: February 15, 2016
Session 2: April 14, 2016

Time:
9:00a.m.- 4:00p.m.
ELECTRONIC SUPPORT STAFF
(Cont’d)

Safety in the School
CEU Credit: .6
This one-day workshop offers practical guidelines for creating a safe school environment and momentum for optimum growth and development. Participants will learn effective safety school strategies for the classroom. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: January 7, 2016
Session 2: April 15, 2016
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.

Date:
Session 1: March 8, 2016
Session 2: July 15, 2016
Time:
9:00a.m.- 4:00p.m.

Microsoft Excel (Intermediate)
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.

Date:
Session 1: March 8, 2016
Session 2: July 19, 2016
Time:
9:00a.m.- 4:00p.m.

TECHNOLOGY

Computer and Web Basics
CEU Credit: .6
This workshop offers basic knowledge of Windows 7 operating system interface and tasks, hardware vs. software, electronic file management and organization (creating folders and navigating, zipping, copying/pasting, selecting, moving, deleting), proper use of external media, and Internet research skills, etc. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: January 20, 2016
Session 2: June 21, 2016
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.

Date:
Session 1: March 8, 2016
Session 2: July 15, 2016
Time:
9:00a.m.- 4:00p.m.

Microsoft Excel (Intermediate)
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.

Date:
Session 1: March 8, 2016
Session 2: July 19, 2016
Time:
9:00a.m.- 4:00p.m.

Digital Age Learning
CEU Credit .6
This workshop is explores the role of technology in supporting critical thinking, problem solving, teamwork and communication

Date:
Session 1: April 26, 2016
Session 2: July 28, 2016
Time:
9:00a.m.- 4:00p.m.

The Power of Power Point
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. You will 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:
Session 1: April 28, 2016
Session 2: July 6, 2016
Time:
9:00a.m.- 4:00p.m.
READING AND LANGUAGE

The Relationship Between Reading and Writing for Elementary Students
CEU Credits: .6
This one-day workshop will help teachers in improving students’ Cognitive connection with reading and writing in K-8 schools. Participants will also learn how to simultaneously build students’ writing skills as they teach reading skills. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: February 17, 2016
Session 2: April 29, 2016
Time:
9:00a.m.- 4:00p.m.

Reading and Writing Across the Content Areas
CEU Credits: .6
This one-day session for teachers will emphasize activities that address the type of reading and writing skills required in the new standards. During this workshop, teachers will have the opportunity to create new literacy lesson plans to engage all levels of students and prepare them for reading and writing on state and standardized tests. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: March 10, 2016
Session 2: May 5, 2016
Time:
9:00a.m.- 4:00p.m.

Writing and Strategies for Poor Achieving and Special Needs Students
CEU Credit: .6
This one-day workshop for assisting educators in teaching literacy, critical thinking, composition, and creative writing to students who have low academic self-esteem or learning disabilities. (Cost: $50.00; CEUs are an additional $20.00)

Date:
Session 1: February 19, 2016
Session 2: May 3, 2016
Time:
9:00a.m.- 4:00p.m.

GRANTSMANSHIP

Grant Writing 101: The Basics
CEU Credit: 1.2
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: $75.00; CEUs are an additional $24.00)

Date:
Session 1: February 10, 2016
Session 2: May 11, 2016
Time:
9:00a.m.- 4:00p.m.

Grant Seeking
CEU Credit: 1.2
This one day session will help you understand the grant seeking process, and resources that can help when you run into roadblocks. Participants will be able to identify their organization's strengths from the funder's perspective; understand where grants fit in a fundraising plan and who gives them; find and pursue prospective funders; use the right tools to effectively target your search. (Cost: $75.00; CEUs are an additional $24.00)

Date:
Session 1: March 15, 2016
Session 2: June 16, 2016
Time:
9:00a.m.- 4:00p.m.

Grant Management
CEU Credit: 1.2
This one day session will help you understand the grant management process and 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 goods and services and meeting financial reporting requirements. (Cost: $75.00; CEUs are an additional $24.00)

Date:
Session 1: April 18, 2016
Session 2: July 11, 2016
Time:
9:00a.m.- 4:00p.m.
**PERSONAL ENRICHMENT**

**Planning Beyond Retirement**

Hours of Participation: 6

This workshop is designed to share new ideas about life after retirement. When transitioning to the next part of your life, you will want to set priorities and goals as well as outline the necessary actions to reach those goals. (Cost: $50.00)

**Date:**
Session 1: January 21, 2016  
Session 2: May 24, 2016

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

**Genealogy Basics**

Hours of Participation: 6

In this one-day workshop, participants will review a variety of sources of records available locally and on the internet. You'll learn through hands-on examples that help you dig deeper into your family's past. You'll develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. You'll discover, in simple terms, where to look, who to contact, and how to make your family history come alive. (Cost: $50.00)

**Date:**
Session 1: February 23, 2016  
Session 2: June 22, 2016

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

**Creative Writing**

Hours of Participation: 6

This workshop will introduce students to three genres of contemporary creative writing: personal essays, poetry, and short fiction. Students will read professional examples of each genre, and write original works. This workshop will also consist of discussions, writing exercises, and peer collaboration. (Cost: $50.00)

**Date:**
Session 1: March 16, 2016  
Session 2: May 31, 2016

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

**Crafting and Arts**

Hours of Participation: 6

This one-day course will help participants create beautiful arts and crafts. This workshop is also designed for those looking for special arts and crafts projects to do with their students or children. Participants will enjoy expressing their natural creativity. (Cost: $50.00)

**Date:**
Session 1: March 4, 2016  
Session 2: June 23, 2016

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

**Getting Out of Debt: Key Financial Strategies**

Hours of Participation: 6

This course will show you how to save money every day on shopping, groceries, school expenses, buying a house or a car, investing, and many other aspects of life. Participants will be encouraged to create their own check list of how to save money. (Cost: $50.00)

**Date:**
Session 1: March 24, 2016  
Session 2: June 27, 2016

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

**Writing Memoirs: Your Life, Your Stories**

Hours of Participation: 6

In this one-day session, participants will explore memoirs as a literary genre wherein they will use creativity and verbal prowess to preserve and share memories. Participants will write their own short memoir piece, expressing memories as they like to remember it. (Cost: $50.00)

**Date:**
Session 1: April 6, 2016  
Session 2: July 29, 2016

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

**Managing Medical Emergencies**

Hours of Participation: 6

In this workshop, participants will learn how to recognize the early signs and symptoms of common medical conditions. Also, participants will be able to identify common medical emergencies affecting children and adults, recognize signs and symptoms, and learn how to render appropriate emergency care. (Cost: $50.00)

**Date:**
Session 1: February 3, 2016  
Session 2: July 21, 2016

**Time:**
9:00a.m.- 4:00p.m.
Recreational Reading
Hours of Participation: 12
Learn how to enhance and improve your individual reading abilities. In this two day workshop, participants will be introduced to many genres of reading such as: drama, poetry, fantasy, humor, folklore, mystery mythology, science fiction and much more. Participants will also be given the opportunity to participate in small and whole group discussions. (Cost: $50.00)

Date:
Session 1: January 6, 2016
Session 2: May 18, 2016
Time:
9:00a.m.- 4:00p.m.

Writers of Mississippi
Hours of Participation: 6
This seminar will explore the works of prominent Mississippi authors, past and present. This course will examine the author’s literary contributions as well as look at their backgrounds. (Cost: $50.00)

Date:
Session 1: January 26, 2016
Session 2: May 26, 2016
Time:
9:00a.m.- 4:00p.m.

Fraud Recognition for Seniors
Hours of Participation: 6
Learn to spot common scams directed at seniors and how to avoid them, including identity theft, email, “knock on the door,” phone encounters and more. Also, learn what to do when you think you have been a victim of a scam or are encountering a scam. (Cost: $50.00)

Date:
Session 1: February 16, 2016
Session 2: May 19, 2016
Time:
9:00a.m.- 4:00p.m.

Health and Nutrition for Adults
Hours of Participation: 6
This workshop teaches a wide variety of skills in health coaching, nutrition education, and healthy lifestyle choices. (Cost: $50.00)

Date:
Session 1: March 2, 2016
Session 2: July 7, 2016
Time:
9:00a.m.- 4:00p.m.