

# 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:**

January 31, 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:**

February 11, 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:**

March 11, 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:**

April 15, 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:**

May 20, 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:**

June 24, 2017

**Time:**

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

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## ***EDUCATIONAL SUPPORT STAFF (Cont'd)***

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### **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:**

February 11, 2017

**Time:**

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

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## ***TECHNOLOGY***

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### **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:**

March 4, 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:**

April 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:**

May 6, 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:**

June 10, 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:**

June 17, 2017

**Time:**

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

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## ***BUSINESS***

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### **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:**

July 15, 2017

**Time:**

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

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## ***BUSINESS (Cont'd)***

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### **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:**

February 25, 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:**

March 25, 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:**

March 31, 2017

**Time:**

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

### **Marketing Fundamentals: Your Action Plan for Success**

CEU Credit: .6

The objective of this workshop is to produce individuals who can help their company develop a marketing orientation to enhance the bottom line. **(Cost: \$50.00; CEUs are an additional \$20.00)**

**Date:**

April 7, 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:**

April 21, 2017

**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:**

May 19, 2017

**Time:**

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

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## ***READING AND LANGUAGE***

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### **The Relationship Between Reading and Writing for Adolescence**

CEU Credits: .6

This one-day workshop will benefit teachers in improving students' Perceptive connection with reading and writing in K-12 schools. Participants will also learn how to concurrently build students' writing abilities as they demonstrate reading skills. **(Cost: \$50.00; CEUs are an additional \$20.00)**

**Date:**

June 16, 2017

**Time:**

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

### **Writing and Strategies for Under Achieving 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:**

July 21, 2017

**Time:**

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

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## ***PERSONAL ENRICHMENT***

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### **Preparation 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:**

February 14, 2017

**Time:**

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

### **Imaginative 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:**

March 22, 2017

**Time:**

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

### **Arts & Craft**

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:**

March 30, 2017

**Time:**

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

### **Introduction to Social Media**

Hours of Participation: 6

In this workshop, you will learn how what social media is about. Participants will become familiar with Facebook, Twitter, Instagram, and others sites to connect with politics, public figures, and businesses around the globe. **(Cost: \$50.00)**

**Date:**

April 20, 2017

**Time:**

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

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

Hours of Participation: 6

This course will demonstrate 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:**

May 24, 2017

**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 whereas they will use creative skills to preserve and share memories. Participants will write their own short memoir. **(Cost: \$50.00)**

**Date:**

June 13, 2017

**Time:**

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

### **CPR & First Aid**

Hours of Participation: 6

Participants will learn how to recognize the early signs and symptoms of common medical conditions and administer CPR as see needed. 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:**

June 28, 2017

**Time:**

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

