

Adult Education Courses

Spring 2010, Botetourt County

Sponsored by Dabney S. Lancaster Community College



To register, contact Non-Credit Coordinator Judy Clark at (540) 863-2863 or email jclark@dslcc.edu.
Toll free: (877) 73DSLCC, ext. 2863.

Greenfield Education and Training Center

57 S. Center Drive, Daleville, VA

SUPERVISORY SKILLS BUSINESS SEMINARS

Wednesdays, Feb. 10, Feb. 24, March 10, March 24, April 7, and April 21, 9:00 a.m. to noon,
Room 122, Greenfield Education & Training Center, Daleville.

Completion of all six seminars will lead to a [Certificate of Completion](#) from DSLCC. The facilitator, **Charlotte Mason**, is president of The Advantage Resource Group, Inc. of Roanoke, VA, and provides human resource training and strategic planning services and coaching for organizations. Seminars are \$60 each, or register for all six seminars for \$320 (BUSC 1122-G1D, #71403). Contact DSLCC Non-Credit Coordinator Judy Clark at (540) 863-2863 or email jclark@dslcc.edu to register. The schedule:

INTRODUCTION TO SUPERVISION -- Feb. 10, 9:00 a.m.-noon, Room 122. \$60 (BUSC 1122-G2D, #71404)

The role of the supervisor in today's changing work environment, communicating effectively with employees and management, delegating and assigning tasks, identifying and solving problems and creating an environment of trust.

New! BOOSTING EMPLOYEE MOTIVATION & MORALE Feb. 24. 9:00 a.m.-noon, Room 122. \$60 (BUSC 1122-G3D, #71406)

Productive, well-trained employees who work hard to perform at their best every day make an organization strong and successful. Effective motivational practices will create and sustain a positive work environment. The training will cover what employees want from their jobs, motivational techniques to achieve peak performance, and how to include motivation in your leadership style. \$60.

INTERVIEWING SKILLS – March 10, 9:00 a.m.-noon, Room 122. \$60 (BUSC 1122-G4D, #71409)

Topics include the benefits of improved hiring skills, how to prepare behavioral interview questions, steps for conducting an effective interview, and hiring the best applicant for the job.

COACHING SKILLS — March 24, 9:00 a.m.-noon, Room 122. \$60 (BUSC 1122-G5D, #71410)

This session covers the difference between managing and coaching, the structure of the coaching conversation, and core and advanced coaching skills. Relevant case studies and role plays are used to transfer the coaching skills learned to actual workplace situations.

PERFORMANCE EVALUATION --April 7, 9:00 a.m.-noon, Room 122. \$60 (BUSC 1122-G6D, #71411)

Learn the primary payoffs of evaluations: setting performance standards, goals and action plans, preparation for an evaluation and conducting an effective meeting.

EMPLOYEE DISCIPLINE & DOCUMENTATION — April 21, 9:00 a.m. -noon, Room 122. \$60 (BUSC 1122-G7D, #71414)

Taking a systematic approach to employee discipline can protect the company from legal issues and provide guidance to improve performance. This session will include the benefits of good documentation, the use of an Incident Diary and how to conduct an effective disciplinary meeting.

(More course offerings on back!)

Understanding Your Investments

Mondays, April 12 – May 3, 2:00 to 4:00 p.m., Room 225, Greenfield Education and Training Center, Daleville. Tuition: \$60. In these harsh economic times, it's even more important to invest your money wisely. This course will cover what the average person needs to know regarding his/her investments. Learn about equities, bonds and mutual funds, how the stock and bond markets work, ETFs versus stocks versus mutual funds (what's the difference in composition/expenses), hidden expenses in your 401k and 403b, differences between traditional and Roth IRAs, 529 plans for college, annuities and life insurance, hidden fees to avoid, online versus full-service brokerage firms, among other topics. Instructor Tonya Harper is a retired financial advisor for a major international brokerage firm. (FINL 1101-G1N, #71416)

Introduction to Computers for Senior Citizens

Thursdays, March 4 – April 8, 9:00 to 10:30 a.m., Room 223, Greenfield Education and Training Center, Daleville. Tuition: \$70, plus cost of book, "Welcome to the World of Computers, 2nd Edition", available at the Greenfield Center. Instructor: Debbie Gilbert. This course is designed with the senior citizen in mind. If you've never used a mouse, keyboard or online features such as the Internet or email, or if you've never turned on a computer or are totally intimidated by one, this fun and exciting class will teach you how to get the most out of your computer. (ITEC 1101-G1D, #71417)

Botetourt Technical Education Center

253 State Poor Farm Road, Fincastle, VA

Computers for the Absolute Beginner

Thursdays, Feb. 25 – March 18, 6:00 to 8:00 p.m., computer lab, Botetourt Technical and Education Center, Fincastle. Tuition: \$65, plus cost of book. Instructor: Debbie Yost. For those with little or no experience with computers. If you're intimidated by your computer, this course will get you started! Accompanying book, "Welcome to the World of Computers, 2nd Ed.", will be available the first night of class.

Auto Body Repair

Thursdays, Jan. 14 – March 18, 6:00 - 9:00 p.m., \$160. Botetourt Technical and Education Center, Fincastle. Instructor: Donnie Sale. This class is currently full. Call (540) 863-2863 for more information. (AUTO 1100-G1N, #71418)

Woodworking

Thursdays, Jan. 14 - March 18, 6:00 - 9:00 p.m., \$155. Botetourt Technical and Education Center, Fincastle. Instructor: Phillip Simmons. Designed to develop skills for both beginning & advanced woodworking & cabinet-making students. Basic instruction on technique & safety in the use of woodworking equipment & construction of projects will be covered. Students will be responsible for purchasing their own fasteners, glue and finishing materials, as well as project materials. (WOOD 1100-G1N, #75581)

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JER Online and Gatlin Education Services.
Search the web sites under "Continuing Education" at www.dslcc.edu.
Register and pay online!*

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