

PROFESSIONAL DEVELOPMENT PROGRAMS – OPEN TO ALL

[Working from a Distance](#)

Webinar: Jan 24

Working from a distance can present unique challenges to completing tasks and managing projects. Whether snowed in at home or from airports, and hotels - many of our professional responsibilities demand attention despite the inconvenience of distance. This 90-minute webinar will identify the specific challenges of working from a distance, clarify what is necessary for a distance working arrangement to work effectively, and help you leverage appropriate technology to accomplish tasks effectively.

[Delivering Impactful Feedback](#)

Webinar: Feb 5

This 3-hour webinar is intended to increase each participant's comfort and effectiveness when delivering feedback within all levels of their professional sphere. The session will introduce techniques to improve interpersonal effectiveness during performance reviews and when delivering upward feedback. The skills learned will be relevant in a variety of settings whether face-to-face, virtually or in small groups. This virtual experience will help speakers identify their areas of need and strengthen their feedback through practice. The webinar will highly interactive and there will be multiple opportunities during the session for practice with feedback from both the participants and the coach. Therefore, participants should be prepared to interact via their webcam and laptop microphone.

[Writing a Self-Assessment](#)

Webinars: Feb 7 or Feb 12

This 90-minute workshop will provide you with an opportunity to begin writing your self-assessment and a chance to discuss the process with your peers and get feedback. This workshop builds on the concepts discussed in the online course Writing a Self-Assessment. This workshop will be interactive and focus on helping you to get started.

To view the online course, use your myNortheastern credentials to log into [Blackboard](#) and go to My Courses > HRM Learning > Performance Management.

[Writing & Delivering a Review](#)

Webinar: Feb 14 or Feb 20

Having the time and focus to write and deliver a great review is one of the most important parts of managing. This program will help you to gain insight into both parts of the process – how to write a great summary and having an effective conversation. In this 90-minute workshop, we'll address the best approaches to getting started and to getting it all done.

This workshop will be interactive with an opportunity for you to discuss your own reviews. You will be asked to collect some data and bring a draft of a review with you to the workshop.

This workshop is for managers or those who are responsible for writing and delivering performance reviews.

[Navigating Change](#)

Webinar: Feb 28

Change is an inevitable part of life. However, it is how people deal with the situation that may or may not cause added stress. In this program, you will be directed through a systematic process for mastering change. This 90 minute webinar will address topics such as recognizing the rhythm of change, managing reactions and responses, developing coping strategies for responding to change, guidelines for managing change, and seizing opportunities.

[Business Writing](#)

Two-part Webinar: March 12 & 13

While all effective communication is challenging, in today's workplace we are faced with a series of unique challenges: e-mail, web pages, memos and reports. This webinar is designed to enable workers to ultimately become skilled editors of their own writing. Since writing is an inexact science, it is important that newer writers realize that good letters, reports and presentations are not written – they are rewritten.

This is a two-part webinar that will consist of two one-hour webinars delivered on consecutive days. Participants are encouraged to register only if they can absolutely attend both parts of the workshop.

[Emotional Intelligence](#)

March 27

Many of us know that Emotional Intelligence, or EQ, is a set of traits and abilities that enable us to cope with the demands and pressures of the workplace. Some experts believe that EQ is the single biggest factor in an individual's success - even more than IQ. In this program, you will learn the four components of EQ and techniques to improve your emotional quotient. You will leave with greater awareness and ability to:

- Understand your own emotions and the impact they have on your job satisfaction
- Manage your emotions when under stress
- Read the room and gauge the emotions of others
- Manage relationships so they are mutually beneficial

*This program is a four-hour in-person workshop that will require participants to complete a short assessment before attending.*