This series of leadership development seminars is designed to enhance your knowledge and abilities across a range of skills which are essential for today’s supervisor. It is specifically designed to help new, as well as seasoned supervisors, explore and evaluate their strengths and opportunities for growth. These highly interactive seminars offer practical strategies and tools to help you get things done more effectively as a leader at Furman University.

To register for this series, which is sponsored by the Center for Corporate and Professional Development and the Office of Human Resources, please contact Karey Harrison at 294-2154 or by e-mail at karey.harrison@furman.edu

**Emotions in the Workplace: Leading with Emotional Intelligence**

with Dr. Paul Rasmussen (3 hours)
Thursday, November 12th, 2009 at Younts Conference Center (8:30 a.m. to 11:30 a.m.)

**Learning Objectives:**
Emotions are an important and natural aspect of the human experience. They are the source of personal feedback, they help us communicate with others and they motivate us into action. Unfortunately emotions are at the foundation of our often negative attitudes towards other people and towards activities of involvement, including work. These emotionally loaded attitudes contribute to interpersonal conflicts, office conflicts and poor worker motivation and morale. The consequences of strong emotion can be minimized when employers and employees interact with greater emotional intelligence (EI). EI considers the purposefulness of emotions and ways to help individuals develop greater emotional self-control such that emotions serve to enhance relationships and resolve conflicts rather than contributing to an escalation of problems.
Sustainability Strategy: Leadership Lessons for the Long View
with Dr. Angela Halfacre (2 hours)
Wednesday, November 18th, 2009 at Younts Conference Center (8:30 a.m. to 10:30 a.m.)

Learning Objectives:
In this seminar, Dr. Halfacre will overview current understandings of sustainability and how these can be applied to strategic planning and management. Participants will use the Furman University Climate Action Plan as a case study. The seminar will also have an embedded workshop that will encourage participants to grapple with their own individual and organizational approaches to sustainability.

Business Writing
with Dr. Margaret Oakes
Thursday, February, 18th, 2010 (8:00 a.m. to 11:30 a.m. at Younts Center)

Learning Objectives:
- Learn tips to correct the top ten most common writing errors in business communication
- Improve your connection with your reading audience to write more persuasively
- Learn how to format your emails and memos for the clearest and most readable communication
- Learn how to recognize your own personal most common writing errors (we each have our own!)
"What's Your Style? Understanding Your Personality in the Workplace"
with Dr. John Barker
Tuesday, March 30th, 2010 (8:00 a.m. to 11:30 a.m. at Younts Conference Center)

Learning Objectives:

- Gain a better understanding of your personality characteristics as assessed by the Myers-Briggs Type Indicator (a popular personality test)
- Increase your understanding of personality types different from yours
- Use this knowledge to improve communication and collaboration between you and your co-workers
- Develop strategies for creating more effective teams in your workplace
- The MBTI will be taken online as pre-work

Personal Effectiveness Skills that Help You Get the Job Done
with Sean O’Rourke
Wednesday, June 16, 2010 (8:00 a.m. to 11:30 a.m. at Younts Conference Center)

Learning Objectives:

- Identify and eradicate the non-verbal messages that undermine your assertiveness
- Time-tested strategies for negotiating what you want
- How to gracefully let your boss know when you’ve been given conflicting priorities
- How preparing a script ahead of time can help you be more assertive
- Personal power—where it comes from and how to use it