

# **BUSINESS & PROFESSIONAL**

## **Becoming a Community Ed Instructor**

Are you interested in sharing your passion with others while making a little money? Find out how the Community Education program works and how to go about becoming a Community Education Instructor.

Steven Patterson, Instructor. 6:30-8:30 pm, Monday, Jan. 9. Chemeketa Salem Campus, Bldg. 3, Rm. 273.

(CRN 59983) No Fee

## **How to Apply for Federal Jobs**

Interested in a job with the Federal Government, but not sure where to get started? This class will help you navigate the US Job bank, interpret the job postings, and determine if you meet the minimum qualifications. You will also optimize your application to be noticed by federal agencies, and get some strategies to monitor the status of your application.

Bonnie Belknap, Instructor. 1-4 pm, Saturday, Jan. 21. Chemeketa Salem Campus, Bldg. 6, Rm. 202.

(CRN 61361) \$29 Register by Jan. 18 or register online and save \$10

## **Mediation Training**

Learn how to facilitate conflicts in a number of areas, including the workplace. The mediation process recognizes and empowers people to have discussions that are balanced, direct, and fair to all parties involved. This 32 hour Mediation training program explores conflict theory, handling emotion, and the mediation process from identifying conflict to drafting sustainable resolution agreements. You'll understand why people behave the way they do in conflicts, and how to move them from being stuck in their positions to a collaborative process of negotiating resolutions that transform relationships. You will also find out about volunteer mediation opportunities. Upon completion, you will be eligible to receive 3.2 Continuing Education Units.

Alyssa Packdell, Instructor. 6:30- 9:30 pm, Thursday, Feb. 16, 8:30 am-4:30 pm, Fridays, Feb. 17 & Mar. 2 and Saturdays, Feb. 18 & Mar. 3. Chemeketa Salem Campus, Bldg. 3, Rm. 118.

(CRN 61331) \$459 Register by Feb. 13 or register online and save \$10

## **Mediation Training Intermediate**

Intermediate mediation training places an emphasis on framing difficult situations and how to conduct mediations with more than two people. Students will learn and practice techniques for balancing power, reframing hostility towards the mediator, and dealing with unexpected events.

Tsipora Dimant, Instructor. 8:30 am-4:30 pm, Fridays, Feb. 10 & 24. Chemeketa Salem Campus, Bldg. 3, Rm. 118.

(CRN 62522) \$299 Register by Feb. 7 or register online and save \$10

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## **Non-Profit Management Series**

Enroll in the series and save \$127.

Rick Gaupo, Instructor. 6:30-8:30 pm, Tuesdays, Jan. 10 to Feb. 28. Chemeketa Salem Campus, Bldg. 3, Rm. 270.

(CRN 61329) \$149

## **Non-Profit Principles, Mission & More – Jan. 10 & 17**

Effective non-profit organizations are built upon relationships. During the workshop, you will learn how to develop unity amongst your volunteer board members through team-enhancing activities, and help them

focus their attention to understanding the non-profit world. You will also learn how to make your non-profit stronger through building trust in the community and engaging your members in meaningful roles in your organization by connecting them to the vision and mission of the organization, and putting them to work with a well-designed strategic plan.

*(CRN 61261)* \$69 Register by Jan. 5 or register online and save \$10

### **Non-Profit Directors and Staff – Jan. 24 & 31**

The most successful non-profit organizations have a strong staff and a strong board of directors. Find out how to keep the staff and board of directors engaged, motivated and working toward the mission of the organization. You will find out what effective staff really do to make their organizations effective, and how the board of directors can make decisions more effectively.

*(CRN 61222)* \$69 Register by Jan. 19 or register online and save \$10

### **Non-Profit Fund Raising Feb. 7 & 14**

Raising funds for non-profits is much like running a business. Find out what successful non-profit organizations do to effectively raise funds, and where the money comes from. You'll also get the tools needed to draft a financial development plan that fits your organization's mission.

*(CRN 61259)* \$69 Register by Feb. 2 or register online and save \$10

### **Non-Profit Documentation – Feb. 21 & 28**

Paperwork is a necessary part of running a non-profit organization, but too often, you could be lost in the maze of paperwork. This workshop will help you to develop a plan to manage the paperwork. You'll find out how to effectively create and manage financial statements, balance sheets, by-laws, policies, legal documents and more.

*(CRN 61260)* \$69 Register by Feb. 16 or register online and save \$10

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