Labor/Management Workplace Education

UMASS • AFSCME • USA/MTA • PSU/MTA

Education. Workplace. A Win-Win for Everyone.

It’s All About Working Better Together

Spring 2017

UMass Amherst

Register at www.umass.edu/lmwep
Introduction to UMass Email, Online Paychecks & Internet Computing

**Tuesdays, 9 to 11 a.m.**
**February 14 to March 21**
**No class on March 14**

In this beginner class you’ll learn to be in the UMass loop with a free UMass email account and learn how to use it, check your online paycheck, and more, while keeping your online identity secure. We’ll also explore the wonders of the World Wide Web, and find information you want or need to know. No previous computer experience needed.

Introduction to MS Office 365

**Tuesdays, 11:15 a.m. to 1:15 p.m.**
**February 14 to April 25**
**No class on March 14**

Update your computer skills and learn new Office 365 tricks. This beginner class will get you up to speed with many new features in Office 365. You’ll learn Word (Feb. 14 to March 7), Excel (March 21 to April 11), and then PowerPoint and more (April 18–25). Sign up for the whole class or just blocks. No previous MS Office experience is required.

Connect, Network, and Market with Social Media

**Wednesdays, 1:30 to 3:30 p.m.**
**March 29 to April 26**

Does “tweeting” sound more like what the birds do outside your window than a way to connect with colleagues and clients? This course will help you learn to use social media personally and for work. You will learn the ins and outs of Facebook, Twitter, LinkedIn, and more. You’ll also create content that supports your goals, strategically build your network, and learn how to avoid or rectify online pitfalls. No previous social media experience required.

**Introduction to MS Excel**

**Thursdays, 9 to 11 a.m.**
**February 16 to March 23**
**No class on March 16**

This class will cover basic formulas, functions, and terminology of MS Excel. You will learn worksheet data entry, editing and formatting, and saving and printing options. We’ll set up a budget worksheet and use it to project into the future. Basic chart options and use of Excel for mail merge functions are also covered.

**Intermediate MS Excel**

**Thursdays, 9 to 11 a.m.**
**March 30 to April 27**

Build on your knowledge of Excel and learn more functions and formatting tricks. This intermediate Excel class will cover more complex and useful functions, cell and conditional formatting, tables, and pivot tables. You’ll learn how to add data and format worksheets effectively, use Excel functions like IF, VLookup & Match, analyze worksheets, and create pivot tables to make your data easier to understand. **Prerequisite:** basic knowledge of Excel.

**Google Apps at UMass**

**WORKING IN THE CLOUD**

**Thursdays, 11:15 a.m. to 1:15 p.m.**
**February 16 to March 23**
**No class on March 16**

All UMass staff have free access to Google apps at UMass, Google’s suite of productivity and collaboration tools customized for our campus. This app suite makes it easy to create, collaborate on, store, and share online calendars, documents, spreadsheets, presentations, and survey forms. In this how-to class, we explore the Google apps suite. You’ll practice sharing documents and collaborating in real time while securing your work in the Cloud.

**Learn How to Use InDesign**

**Thursdays, 11:30 a.m. to 12:30 p.m.**
**March 30 to April 27**

We will provide hands-on guidance for using Adobe’s InDesign to meet your printing and office needs. This hour-long class will be fun! You will learn the basic functions of InDesign, how to setup brochures, posters, flyers with bleeds, and various other office projects. Come and see how easy it can be! UMass Print Services staff Sunny Meidell and Dan Gauthier will teach the class and be available via phone or email to aid you in your future projects.

**Find Your Online Paycheck**

**Monday, February 13**
**10 a.m. to 12 p.m., 210 Dickinson**

As of January 2017, University employees will no longer receive printed paychecks. Payroll will be done online. This workshop will help those recently affected learn to access their paycheck online via computer and/or smartphone. All participants will get paid release time to attend this workshop.

**Computer Classes for USA/MTA Members Only**

**Introduction to Drupal**

**Wednesdays, 1:30 to 3:30 p.m.**
**February 22 to March 22**

**Grow Your MS Word Skills**

**Wednesdays, 1:30 to 3:30 p.m.**
**February 22 to March 22**

**Grow Your MS Excel Skills**

**Wednesdays, 1:30 to 3:30 p.m.**
**March 29 to April 26**

Classes meet in 210 Dickinson Hall

For information, contact the USA office at 545-0165 or usa@external.umass.edu.

**Register online at www.umass.edu/lmwep**
Communications & Writing

Leadership Communications
Tuesdays, 1 to 2:30 p.m.
February 14 to March 7
Campus Center 803
Are you interested in becoming a supervisor? Are you a union leader looking for skills to improve communication and manage conflict? Do you want to grow your leadership skills? We will cover effective communication skills, problem solving, managing conflict, and leadership styles. We will practice active listening, healthy conversations, respect, and communicating across differences when emotions run high. This class could help you further your job and career goals.
—Leslie Fraser, instructor

Writing with Power
Tuesdays, 1 to 2:30 p.m.
April 11 to May 2
Campus Center 905
Do you want your writing to leap off the screen or page? Do you want every word to tell and every message to compel? We will use writing exercises, class feedback, and writing resources to discover what makes for good writing and keeps readers interested in what you have to say. We will review the basic rules for good writing and learn to use powerful words to improve your writing. And we will learn to revise and copyedit.
Everyone is welcome—bring a computer or a notebook and pen, and your love of words.
—Leslie Fraser, instructor

Health & Wellness

Mindfulness, Yoga, and Stress Reduction for the Workplace
Thursdays, 1 to 2:30pm
February 16 to March 9
Campus Center 174
Mindfulness has been defined by teachers such as Jon Kabat-Zinn, at UMass Medical School, as awareness that arises from paying attention, on purpose, to life as it is, moment-by-moment. Yoga is a form of mindfully exercising your body to improve physical and mental connection. Both mindfulness and yoga are well-respected ways to support your health and wellbeing, at work and at home, giving you a better quality of life and work, while reducing the harmful effects of stress, pain, and illness.
—Leslie Fraser and Alison Ozer, instructors

Get Moving UMass
Thursdays, 12 to 1pm
April 6 to April 27
Meet in front of the Recreation Center
UMass staff are encouraged to join the Rec Center’s “From Work to Wellness” campaign by walking and talking once a week for four weeks. While we walk, we’ll learn about wellness topics and plan strategies that will keep us moving into fitness and better health. Learn about what fitness programs the UMass Campus Recreation Center has to offer, and get information about their pro-rated membership fees.
—Jill Isabelle & Recreation Center Staff

Financial Health

Offered in collaboration with the UMass Five College Federal Credit Union. Sign up for one or both sessions.

Session 1 RETIREMENT INCOME PLANNING
Thursday, March 9, 10 to 11:30 a.m.
Campus Center 803
Retirement income planning is the process of understanding how much income you’ll need during retirement to support the lifestyle you want, and taking the steps to provide that income. This workshop will help you answer questions such as, “Should I retire now or wait?” and “Will my money last?” We will discuss the financial risks of retirement and the essential elements of a retirement income plan.
—Aimee Marden, UMassFive CFS Financial Advisor

Career Growth & Learning

It’s about Time
TIME & PROJECT MANAGEMENT
Thursdays, 2 to 3:30 p.m.
April 6 and April 13
Campus Center 805
Are you feeling rushed, overloaded, stressed out? Is time managing you? We will explore time management techniques and apps that could help your work life become more workable.
We’ll learn different ways to set goals, establish timelines, prioritize multiple tasks, and manage projects. This class could help make your work more manageable, satisfying, and sane.

—Leslie Fraser, instructor

Job and Career Pointers

Workshops that help you to navigate the UMass workplace. Sign up for one or both sessions.

SESSION 1

RéSUMÉS AND COVER LETTERS

Tuesday, March 21
11 a.m. to 12:30 p.m., Photo Lab 302

This session will help you evaluate your skills, review your résumé, look at different résumé styles, and get feedback on how to present yourself in writing. We will also review cover letters and thank-you correspondence in the job search process. Bring your résumé, if you have one.

—Leslie Fraser, LMWE Program Coordinator of Campus Career Initiatives

SESSION 2

MAKING A GOOD IMPRESSION

Tuesday, March 28
11 a.m. to 12:30 p.m., Photo Lab 302

Now that your résumé is ready to go, we will practice interviewing skills and tips for presenting yourself to others. We’ll also learn about networking, informational interviewing, communicating, and making connections—in person and through social media.

—Leslie Fraser, LMWE Program Coordinator of Campus Career Initiatives

College for a Day Field Trip

Thursday, March 16
7:45 a.m. to 2 p.m.
Holyoke Community College

Interested in a college education? It could change your life. Try it out for free on Thursday, March 16, at Holyoke Community College. You can take sample classes in: business, forensic science/criminal justice, electronic media/computers, health, nursing, biology, culinary arts, and more. Learn about admission options and transition to college programs too. UMass employees are eligible for tuition waivers. Sign up early—space is limited to 10 people.

—Fran Fortino, instructor

Career and Education Advising

Contact Leslie Fraser for an appointment: 545-1600 or lfraser@admin.umass.edu

Could you do almost anything if you only knew what it was you wanted to do? Do you know what you’d like to do, but need help getting there? Would you like some help with work and education goals? Make an appointment with Leslie Fraser.

Respectful Workplace

Becoming an Active Bystander

STOPPING WORKPLACE BULLYING AND STANDING UP FOR OTHERS

Monday, April 24, 10:00 a.m. to 12:30 p.m., Campus Center 904

Have you seen behavior that hurts or undermines members of the campus community? Do you want to help create a campus climate where everyone is respected? Join us for a class that will help you stop and change hurtful behavior. Instead of being a passive bystander—wondering what to say or do—learn new skills for change and empowerment, and become an active bystander. NOTE: This is not the “Intro to Anti-Bullying Workshop” that is required of all UMass employees to attend.

—Leslie Fraser, LMWE, and Melissa Scheid Frantz, WLD

Intermediate Level English

Mondays & Wednesdays
February 13 to April 26, 1 to 3 p.m.

Learners will work at an intermediate level to improve everyday communication skills in speaking, listening, reading, and writing English. Lessons will focus on language needs for work and home, with the goal of enabling students to communicate effectively and confidently.

—Amy Brodigan, instructor

English for Custodial Services Staff

Tuesdays & Thursdays
February 14 to April 27
5:15 to 7:15 p.m.

This class is geared specifically for employees of Berkshire and Hampshire Dining Commons. It integrates speaking and writing skills, with a particular focus on the language skills necessary for dietary workers.

—Sharon Feeney, instructor

Extended English and Math for Auxiliary Enterprises Staff

Tuesdays & Thursdays
February 14 to April 27
1:30 to 3:30 p.m. in Dickinson 210

Curriculum focuses on reading, writing, and math skills. Lessons will be highly individualized to advance students’ own goals, incorporating collaborative and group learning and providing resources for students to take the high school equivalency test, HiSET, in science, math, English language arts, and social studies.

—Joe Panzica, instructor

Register online at www.umass.edu/lmwep
Labor/Management

Workplace Education Registration

Please print clearly and complete fully. If registering online, fill out on website and send as attachment to valexand@admin.umass.edu
If form is handwritten, please fold and return to LMWE at 303 Goodell Building, or FAX us at 545-5426.

Date ____________________________ Department ____________________________
Name ____________________________ Shift ____________________________
Campus Mailing Address and Phone __________________________________________________________
Home Phone ____________________________ Cell Phone ____________________________
Best time to call ____________________________ Email (if available) ____________________________
Supervisor’s Name ____________________________ Supervisor’s Email ____________________________
Supervisor’s Campus Mailing Address ____________________________ Phone ____________________________

Check one of following: □ AFSCME Unit □ USA/MTA Unit □ Professional Unit or Unit B □ Non-unit Classified

Spring 2017 Offerings

Computer Classes
☐ Intro to Email, Paycheck & Internet
☐ Introduction to MS Office 365
☐ Connect, Network & Market with Social Media
☐ Introduction to MS Excel
☐ Intermediate MS Excel
☐ Google Apps at UMass
☐ How to Use InDesign
☐ Find Your Online Paycheck
☐ USA: Introduction to Drupal
☐ USA: Grow Your MS Word Skills
☐ USA: Grow Your MS Excel Skills

Next Steps Classes
☐ Leadership Communications
☐ Writing with Power
☐ Writing at Work: How to Get the Word Out
☐ Mindfulness, Yoga & Stress Reduction
☐ Get Moving UMass
☐ Financial Fitness
☐ Retirement Income Planning
☐ Estate Planning Basics
☐ It’s about Time: Time & Project Management
☐ Job and Career Pointers
☐ Résumés and Cover Letters
☐ Making a Good Impression
☐ College for a Day Field Trip
☐ Career and Education Advising
☐ Becoming an Active Bystander: Stopping Workplace Bullying

Workplace English Classes
☐ Workplace English: Beginning
☐ Workplace English: Intermediate

Please list your course choices:

1st choice ____________________________
2nd choice ____________________________
3rd choice ____________________________

Please check one of these boxes:
☐ Supervisor’s signature here, approving release time for class: ____________________________
☐ LMWE, please request release time for me to attend class.
☐ I do not need release time.

Registration may also be done on our website. Or fill out this form and fax, mail, or email it as an attachment.

www.umass.edu/lmwep

To register by campus mail, return this form in an envelope to the address below

Mail to:
Labor/Management Workplace Education Program
303 Goodell Building
140 Hicks Way