



This course has helped me see that there are two sides to every story and different people have different perspectives on an issue. It is helpful to consider where the other person is coming from – engage them in a dialogue to understand their point – not to agree necessarily, but to simply understand. This was a very informative, nice group. I really enjoyed it.
Millicent Jackson

SPRING 2008 OFFERINGS

LABOR/MANAGEMENT WORKPLACE EDUCATION

A joint effort sponsored by AFSCME, USA/MTA, PSU Unit B, and the University of Massachusetts, we welcome you to review these offerings and sign up below. Please let us know what you would like us to offer in the future; our number is 545-2031. Classes are free and paid work release time is available with your supervisor's approval.

FOUNDATION COURSES

All Foundation Courses started last fall, with learners continuing into the Spring, but new learners may still sign up for spring classes.

Spelling, Reading, Writing, & E-Mail Basics

Feb 26 - May 8, Tu/Thr, 8:30 -10:30 am
 Want to improve your spelling, reading, writing, math, or email skills? In this class work at your own pace on a few skills at a time using small projects to help overcome fear of writing and using computers. Advanced ESOL students are also welcome. (Machmer W-13)
 — **Fran Fortino**, Instructor



The ESOL program really helps us a great deal in our life and our work.

Yi Yi Chen

Workplace ESOL

Develop your English language skills by learning and practicing speaking, reading, writing, grammar, and pronunciation in a supportive, small-group setting of co-workers. Learner-centered discussions focus on workplace communication, multiculturalism, and literacy skills. In-class tutoring is included.

- a) Beginning: Feb 20 - May 7, M/W, 9-11 am, (Machmer W-13) **Simeon Afouda**, Instructor
- b) Intermediate: Feb 11 - May 7, M/W, 1 to 3 pm, (Machmer W-13) **Amy Brodigan**, Instructor
- c) Intermediate: Feb 19 - May 8, Tu/Th, 1:00 to 3:00 pm, (Machmer W-13) **Simeon Afouda**, Instructor
- d) Beginning/Intermediate: Feb 11 - May 8, M/W, 2 to 4 pm, **Carol Kim**, Instructor
- e) Intermediate: Feb 26 - May 8, Tu/Th, 7 to 9 pm, (Machmer W-13), **Suhong Chang**, Instructor

COMPUTER OFFERINGS

Computers for Everyone: Windows, Word, & the Net*

Feb 26 - May 6, Tues, 10:45-12:45pm

In this beginner class we learn the basic parts of a computer, use MS Windows and WORD to create documents. You will also get a free email account to send, receive and delete email. We'll explore the wonders of the Internet and do web searches to find useful and fun information. (Machmer W-13)

— **Fran Fortino**, Instructor

Intermediate MS WORD*

Feb 28 - Mar 27, Thursdays 10:45-12:45 pm

In this 5-week class we will explore some of the more advanced functions of MS WORD. We will work on keyboard short cuts, formatting tools, tables and formulas, graphics in text, and mail merge functions. Other topics may be added based on participant needs. (Machmer W-13)

— **Fran Fortino**, Instructor

Beginning/Intermediate EXCEL*

April 3 - May 1, Thursdays 10:45-12:45 pm

This 5-week class covers the basic functions and terminology of MS EXCEL. We will learn worksheet data entry, editing and formatting, saving and printing options, formulas and functions, data analysis and charts. Other topics may be added based on participant needs. (Machmer W-13) — **Fran Fortino**, Instructor



Computers is a great course. Everyone should take it.

Mike Soja

Love this class!
Sandy Weaver

NEXT STEPS OFFERINGS

Social Justice Radio

Feb 12 - May 13, Tu 3:45-5:45 pm

Explore social justice and diversity through radio. **UpFront** is a worker-run and produced radio show, so join our UpFront team and learn communication, organization, and teamwork skills. Plus become a celebrity, or work behind the scenes. Sign up for the full semester or smaller segments. No experience needed (C. Center 102).

— **Daria Fisk**, Instructor

Supervision: Trying It On for Size

Feb 27-Apr 30, Wed, 10:30-12:30

Thinking of moving up? Take a closer look at what supervision entails and how your own skills and make-up match up, what the challenges are, what skills are involved, and how to learn these. Explore different models of supervision, meet with selected supervisors, develop communication and problem-solving skills, and more in a small group, interactive, comfortable setting.

— **Daria Fisk**, Instructor

Writing for Work & Beyond

Feb 22 - May 2, Fridays, 11am - 1 pm

Hone your skills in a small group setting to increase your writing clarity, power, and effectiveness. We'll focus on workplace themes and common concerns with time for writing exercises, sharing, editing, reflection, and discussion in a supportive, comfortable atmosphere. No need to think of yourself already as a writer – everyone is welcome. (Machmer W-13) — **Leslie Fraser**, Instructor

Writing Our Lives

Four sessions in June—to be scheduled

Join with other writers to produce a chapbook of our collected essays, creative nonfiction, stories, and poetry. We will edit our work-in-progress for publication, as well as focus on new writing. Using Microsoft Word and possibly other publication programs, we will revise, edit, proofread, design, and publish our work.

— **Leslie Fraser**, Instructor

College for a Day

Interested in college education? Try it for a day. Look for special upcoming flyer. Limited to first 15 people. Questions? Call Fran Fortino at 545-1470.

Counseling Services

See reverse side of poster for details.



These courses really help you understand and deal with things more smoothly and easily. Instead of getting uptight and frustrated, you learn to step back and look at things more clearly and understand what's going on. Besides giving you greater understanding, it actually improves your health.

Fred Mielnikowski

Beyond Getting Along

Feb 12 - Mar 25, Tues, 9-11:30 am

Feeling challenged in your work with a co-worker, boss, or more? Here's a chance for a new start. We'll work together to:

- establish more respectful relationships;
- develop new listening and speaking skills;
- learn to deal effectively with conflict;
- explore where YOU are, what YOU are contributing to a situation, and what YOU need to take the next step

— **Chris Spicer**, Instructor

It's About Time

Feb 28 - May 1, Thurs, 12:30 - 2:30 pm

Feeling rushed, overloaded, stressed out? Too much to do and too little time to do it in? Become the master of time instead of its slave. In this small group setting we'll tackle our actual schedules and use new strategies right away to make our everyday work and home lives more manageable, more satisfying, and more sane (406A Goodell). — **Daria Fisk**, Instructor

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Name: _____ Mailing Address: _____ Department: _____

Phone: _____ Email (if available): _____ Best time to reach you _____

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

Check courses you want to take:

Foundation courses

- Spelling, Reading, Writing, Email (Machmer)
- Workplace ESOL A (Machmer)
- Workplace ESOL B (Machmer)
- Workplace ESOL C (Machmer)
- Workplace ESOL D (Hampshire)
- Workplace ESOL E (Machmer)

Computer Courses

Please choose one computer course only

- Computers for Everyone (Machmer)
- Advanced MS WORD (Machmer)
- Beginning/Intermediate EXCEL (Machmer)

Next Steps Offerings

- Beyond Getting Along (Campus Center)
- It's About Time (Goodell)
- Social Justice Radio (Campus Center)
- Supervision: Trying It On... (Physical Plant)
- Writing for Work & Beyond (Machmer)
- Writing Our Lives
- College for a Day

* To find out your status on these courses with waiting lists, please call 5-2031

Needed for release time approval: Print Supervisor's name: _____ & signature _____

Labor/Management Workplace Education Program

303 Goodell
University of Massachusetts
Amherst, MA 01003



— **Education to Make a Difference** —



we're all trying to make this a better place to be

allowed me to understand others with an open mind

... amazing arena for employees to learn new skills

learned a lot...

ADVISORY COMMITTEE	
Management	Labor
Anne L. Moore	Justin Cobb
Julie Nelson	Marcie Edwards
Roberta Potter	Donna Johnson
James Schaefer	Francis Martin
Donald Sullivan	Dale Melcher
Kevin Wissmann	Jane Litwin Taylor
to be filled	Coleen Wetzel
Participants	Community
Sally Davis	Dr. Gary Bernhard
Tom Dworkin	Maureen Carney
Eugenie Harvey	Debora Ferreira, Esquire
Claire Myette, <i>emeritus</i>	Cheryl Howland
Hoang Pham	Dr. Robert Marx
	Dr. Sarah Poissant, Chair
	Michael Truckey

CAREER ADVISING FOR AFSCME MEMBERS

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? Are you wondering how to get on a job track that will lead to advancement? Would you like some help with educational goals and direction? Are you looking for a way to put your life goals to work for you? Make an appointment with Leslie Fraser, Fridays 9 to 10:30 am or 2 to 4 pm. Call 5-2031 to make an appointment or email lfraser@admin.umass.edu

STAYED TUNED FOR ADDITIONAL OFFERINGS

★ Look for more Computer Offerings, including additional and advanced sections for ACCESS, EXCEL, WORD, Graphics Programming, Web Development, and computers for Everyone

LMWEP STAFF	
Office Management	Instruction
Jane Litwin Taylor	Simeon Afouda
Project Data/Support	Amy Brodigan
Steven Hu	Dr. Suhong Chang
Denise Pavao	Dr. Daria Fisk
Violet Walker	Fran Fortino
Projects Coordination	Leslie Fraser
Amy Brodigan	Carol Kim
Fran Fortino	Phillip Kirlin
Gloria A. Santa Anna	Nina Kositsky
Chris Spicer	Chris Spicer
Program Coordination	Office/Tech Support
Dr. Joe Connolly	Leidy Clifford
Dr. Daria Fisk	Emily Rosselli
	Kirill Zenchenko

For LMWEP offerings, call 545-2031. For organizational development, supervisory development, and other offerings, please call Workplace Learning & Development at 545-1787.

To register just complete both sides of this form, detach, and put into campus mail (the sooner the better!).

From:

To: **Labor/Management Workplace Education**
303 Goodell
UMass
Amherst, MA 01002