



Taking a class changes your routine and gets you out of the daily hum-drum so you become more aware of the bigger community and how you're a part of the community. It takes all of us to make everything tick.

John Hayes, Cathy Collins, & Mark Bordeaux

# FALL 2006 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 to see offered in the future; our number is 545-2031. Classes are free and paid work release time is available with your supervisor's approval.

### Advanced MS WORD

Oct 12 - Nov 2, Thurs 11-1 pm

This 4 week class explores some advanced functions of MS WORD. We will work on keyboard short-cuts, formatting tools, tables and formulas, graphics in text, indexing, and mail merge functions.

— Fran Fortino, Instructor

### ACCESS

Jan 9 - Jan 30, Tu 9-11 am

This 4 week class covers basic functions and terminology of MS ACCESS. We will learn to set up, enter data, and edit database tables; sorting, saving and printing options; and use of data input forms and reports.

— Fran Fortino & TBA, Instructors

### Bulls and Matadors – Workplace Conflict & Stress

Oct 10 - Nov 7, Tues 10:30-12:30 pm

All stressed out and no place to go? In a small group setting explore causes of workplace stress and conflict and possible solutions. Learn how to disagree but still be friends. Using role playing, creativity, humor, and reflection, we'll tackle actual challenges and real workplace issues we face, trying out alternative approaches as the class progresses. — Aggie Mitchkoski & Daria Fisk, Instructors

### Classism Rears Its Head

Nov 14 - Dec 12, Tues 10:30-12:30 pm

The un-named dragon, classism, lets some people think they're better than others. The result can be bullying, mistreatment, and even illness. Work with others to unmask the issue and find ways of restoring dignity and respect to all of us here at UMass, no matter what job, title, or pay.

— Aggie Mitchkoski & Daria Fisk, Instructors

### Creative Problem-Solving & Teamwork

Oct 11 - Dec 6, Weds, 9-11:30 am

Feeling frustrated that sometimes the same old problems appear and reappear, in spite of our best efforts to solve them? Learn creative ways to actually get results, to think outside the box, and to work successfully with others. This course meets six times, plus two weeks of practicum, applying learned strategies and carefully considering follow-up action steps.

— Chris Spicer, Instructor

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

Oct 10 - Dec 12, Tuesdays, 11-1 pm

A beginner class to learn the basic parts of a computer and how to 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 customized searches to find useful and fun information.

— Fran Fortino, Instructor



Computers is a great course. Everyone should take it.

Mike Soja

### EXCEL

Nov 9 - Dec 14, Thursdays 11-1 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.

— Fran Fortino, Instructor

### Leadership I: It's Not Just for Somebody Else

Oct 12 - Nov 9, Thursdays, 1-3:30 pm

Develop your leadership and communication skills in a comfortable, supportive group setting. Easy steps to discover your own leadership potential and preferred style, to recognize what motivates you and others, to experiment and build communication and action skills and strategies that get the results you want.

— Daria Fisk, Instructor

### Leadership II: Fireside Chats

Nov 16 - Dec 14, Thursdays, 1-3:30 pm

Practice leadership and communication skills in a relaxed, mutual exchange by open dialogue with distinguished guests, from area legislators to community activists to prominent figures on and off campus. With open topics and everyone participating equally, it's easy to gain confidence and clarity in speaking and listening to what's really on our minds.

— Daria Fisk, Instructor

### Media Action & Education: UpFront Radio

Oct 10 - Dec 19 Tues 4:15-6:45 pm

Bring new voices to the air on diversity and social justice and build your communication and teamwork skills while producing a worker radio show. Topics and guests are chosen by the team, producing free-flowing, thought-provoking programs on things you really care about. Sign on for an individual show or a series based on your time and interest. No experience needed. Airs every Tuesday 5:30-6:30 p.m. on WMUA, 91.1FM.

— Daria Fisk, Instructor

### Spelling, Reading, Writing, & E-Mail Basics

Oct 10 - Dec 14, Tu/Thur, 8:30 -10:30 am

Want to improve your spelling, reading, writing, math, or email skills? Join this class to work at your own pace on a few skills at a time. Small projects help overcome fear of writing and using computers for email. No computer experience needed. Advanced ESOL students are also welcome.

— Fran Fortino, Instructor



The writing class was a great experience—uplifting, rewarding, and challenging. Leslie really did a great job with it. Plus I really enjoyed the contacts I made and I still keep in touch with people I met from the class.

Marge Choquette

### Teaching & Learning Together

Jan 11 - Feb 8, Th 9:00am -12:00 pm

Ever wonder what you'd be like as a co-teacher for a class of adult workers? Join veteran teachers for fun sessions to develop your teaching skills. Explore the unique qualities of adult learners and how teaching adults varies dramatically from what we experienced as children. In a relaxed, group setting we'll try out what works and explore a variety of approaches and skills involved.

— Team taught by LMWEP staff

### Workplace ESOL

a) Beginning: Oct 11 - Dec 13, M/W, 9-11 am, Simeon Afouda, Instructor

b) Intermediate: Oct 11 - Dec 13, M/W, 1:15 to 3:15 pm, Amy Brodigan, Instructor

c) Intermediate: Oct 10 - Dec 14, Tu/Th, 1:15 to 3:15 pm, Simeon Afouda, Instructor

d) Intermediate: Oct 11 - Dec 14, W/Th, 1 to 3 pm, Carol Kim, Instructor

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.



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

Yi Yi Chen

### Writing for Work & Beyond

Oct 13 - Dec 15, Fr 9-11 am

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.

— Leslie Fraser, Instructor

The writing class is a great place to explore different writing styles and life experiences.

It allows you to stretch your creative writing muscles in a supportive class environment with a great group of people.



Rachel A. Hobbie

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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:

Advanced WORD, Th 11-1, Machmer W13

ACCESS, Tu 9-11, Machmer W13

Bulls & Matadors - Workplace Conflict, Tu 10:30-12:30, 612 Goodell

Classism Rear Its Head, Tu 10:30-12:30, 612 Goodell

Creative Problem-solving, Wed 9-11:30, 612 Goodell

Computers for Everyone, Tu 11-1, Machmer W13

Excel, Th 11-1, Machmer W13

Leadership I, Th 1- 3:30, Goodell 406A

Leadership II: Fireside Chats, Th 1-3:30, Goodell 406A

Media Action & Education, Tu 4:15-6:45, Campus Center 105

Spelling, Reading, Writing, Email, Tu/Th 8:30-10:30, Machmer W13

Teaching & Learning, Th 9-12

Workplace ESOL a), M/W 9-11, Machmer W13

Workplace ESOL b), M/W 1:15-3:15, Machmer W13

Workplace ESOL c), Tu/Th 1:15-3:15, Machmer W13

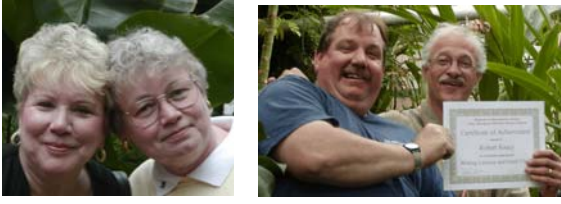
Workplace ESOL d), W/Th 1-3

Writing for Work & Beyond, Fr 9-11, Machmer W13

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	
<b>Management</b>	<b>Labor</b>
Maria Coach	Justin Cobb
Shara Denson	Marcie Edwards
Anne L. Moore	Linda Hillenbrand
Julie Nelson	Francis Martin
Roberta Potter	Dale Melcher
Brenda Ryan-Newton	Nancy Perwak
Donald Sullivan	Jane Litwin Taylor
<b>Participants</b>	<b>Community</b>
Sally Davis	Dr. Gary Bernhard
Joel Gomarlo	Maureen Carney
Eugenie Harvey	Debora Ferreira, Esquire
Claire Myette, <i>emeritus</i>	Cheryl Howland
Hoang Pham	Dr. Robert Marx
	Dr. Sarah Poissant
	Michael Truckey

Stayed Tuned for Additional Offerings (pending funding and partnerships agreements)
★ More Computer Offerings, including Graphics Programming and Web Development
★ Career Development (Exploring Alternatives and Skill Assessments, Career Aptitudes, Education and Training Opportunities, On-line Options, Networking, Career Planning Skills, Support Systems)
★ Job-related educational counseling
★ Reimbursement for career-related purchases

LMWEP Staff	
<b>Office Management</b>	<b>Instruction</b>
Jane Litwin Taylor	Simeon Afouda
Jacob Gordon	J. Kent Alexander
Denise Pavao	Amy Brodigan
	Dr. Daria Fisk
<b>Projects Coordination</b>	Fran Fortino
Amy Brodigan	Leslie Fraser
Fran Fortino	Nina Ilaltdinova
Liane Jeschull	Liane Jeschull
Gloria A. Santa Anna	Carol Kim
Chris Spicer	Aggie Mitchkoski, <i>hon.</i>
	Brooks Reinhold
<b>Program Coordination</b>	Chris Spicer
Dr. Joe Connolly	Brooks Watkins
Dr. Daria Fisk	

For LMWEP offerings, call 545-2831. 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:

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

