



The Workplace Education courses that I have taken have been awesome. They emphasize hands-on learning. We come away with useful knowledge. For example, because of these classes I look at issues and people from all angles. I am less apt to pre-judge my supervisors and my co-workers. Thank you!

Pat Hardnett

FALL 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 545-6263. Classes are free and paid work release time is available with your supervisor's approval.

FOUNDATION COURSES

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

Spelling, Reading, Writing, & E-Mail Basics

Oct 7 - Dec 18, 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, multi-culturalism, and literacy skills. In-class tutoring is included.

- a) Beginning: Oct 6 - Dec 17, M/W, 9-11 am, (Machmer W-13) **Simeon Afouda**, Instructor
- b) Intermediate: Oct 6 - Dec 17, M/W, 1 to 3 pm, (Machmer W-13) **Amy Brodigan**, Instructor
- c) Intermediate: Oct 7 - Dec 18, Tu/Th, 1:00 to 3:00 pm, (Machmer W-13) **Simeon Afouda**, Instructor
- d) Beginning/Intermediate: Oct 6 - Dec 17, M/W, 2 to 4 pm, (Hampshire DC) **Carol Kim**, Instructor
- e) Intermediate: Oct 14 - Dec 18, Tu/Th, 7 to 9 pm, (Machmer W-13), **Suhong Chang**, Instructor

COMPUTER OFFERINGS

Computers for Everyone

Oct 7 - Nov 25, Tues, 10:45-12:45pm

In this beginner class we learn the basic parts of a computer, and 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

Booklets, Forms, Etc. with MS WORD

Oct 9 - Nov 6, Thursdays 10:45-12:45 pm

In this 5-week class, you will learn how to create useful forms, newsletters, booklets and more while using some of the more advanced functions of MS WORD. You'll also learn keyboard short cuts, more formatting tools, and tips for troubleshooting problems. Topics may be added based on participant needs. Working knowledge of WORD required for this class. (Machmer W-13)

— **Fran Fortino**, Instructor

Intro to PowerPoint

Dec 2 - Dec 16, Tues, 10:45-12:45pm

PowerPoint helps you easily make digital slide show presentations. You'll learn the basic elements on a slide and create multi-slide presentations with text, graphics and maybe sound. We'll also experiment with animation techniques, timing, printing handouts, etc. Good working knowledge of WORD required for this class.

— **Fran Fortino**, Instructor

Intro to MS EXCEL

Nov 13 - Dec 18, Thursdays 10:45-12:45 pm

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

— **Fran Fortino**, Instructor



Love this class!
Sandy Weaver

NEXT STEPS OFFERINGS

Conflict & Stress

Oct 9 - Dec 11, Thurs, 10-12 noon

All stressed out and no place to go? Are you often trapped in a conflict and can't see your way out of it? Explore actual workplace conflicts, their causes, and ways to resolve them. We'll use role-playing, theater techniques, reframing and more in small group, interactive sessions based on our shared experiences and insights. Confidentiality assured (no problem to bring lunch.) (Campus Center room tba).

— **Daria Fisk**, Instructor

Social Justice Radio

Sep 29 - Dec 15, Mn 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

Workplace Writing ONLINE

Oct 3 - Dec 12 ONLINE; plus 2 classroom meetings: Fri, 11:30-1:30 pm, Oct 31, Dec 12

Would you like to tell a good story and increase your writing power and effectiveness, but have trouble fitting a weekly class into your life? In a 11-week online writing class, we will write together, keep a weekly writing journal, and try our hand at stories. We'll also share writing tools and techniques. We will meet two or three times in person to share writing. You can do the online weekly reading and writing modules at times that fit your schedule. Access to the internet and a computer is necessary. Everyone is welcome--if you can tell a story, you have something to write about. (Machmer W-13)

— **Leslie Fraser**, Instructor

Is a Better Job in Your Future?

Tuesdays, 9:30 to 11 a.m.

A series of workshops to help AFSCME members navigate work options at UMass and beyond: green jobs, apprenticeships, learning a trade, navigating the UMass system, and more.

— **Leslie Fraser**, Instructor

What Do You Want to Do?

Nov 7, 14, 21, Fri., 9:30-11 a.m.

A 3-part workshop, using internet resources, to explore your job future and your heart's desire.

— **Leslie Fraser**, Instructor



In these courses I learn; I laugh. These courses breathe life into me. Sign up, take them! **Cathy Collins**

Clerical Supervision: Challenges and Opportunities

Oct 8-Dec 10, Wed, 10-12 noon

Are you new to supervision, face tough supervision challenges, or supervise people without being officially titled a supervisor? This course can help you succeed at supervision. We'll deal with differing work and personal styles and workplace needs, with troubleshooting to address conflict and stress. We'll explore how teams work most productively together, and with what makes for truly effective communication. Drawing from participants' experiences and real-life dilemmas, we'll use role-playing and practical exercises to hone and practice skills directly applicable to your workplace. Intended for USA/MTA employees, limited enrollment will insure close attention to participants' goals, so sign up soon to reserve a space. (Campus Center room tba)

— **Daria Fisk**, Instructor

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Date _____ Please print clearly and complete fully.

Name: _____ Mailing Address: _____ Department: _____

Campus Phone: _____ Cell phone _____ Email (if available): _____

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)
- Booklets, Forms, Etc w/MS WORD (Machmer)
- Intro to PowerPoint (Machmer)
- Intro to MS EXCEL (Machmer)

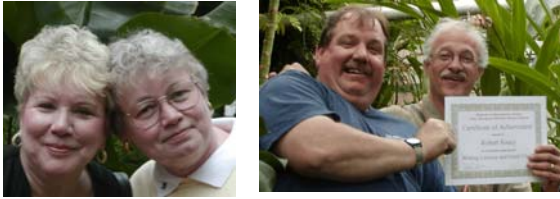
Next Steps Offerings

- Clerical Supervision (Campus Center)
- Conflict & Stress (Campus Center)
- Social Justice Radio (Campus Center)
- Workplace Writing ONLINE (Machmer)
- Better Job in Your Future (TBA)
- What do You Want to Do? (Machmer)

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	Jack Hirsch
Julie Nelson	Donna Johnson
Roberta Potter	Francis Martin
James Schaefer	Dale Melcher
Karen Schoenberger	Jane Litwin Taylor
Donald Sullivan	Coleen Wetzel
Kevin Wissmann	
Participants	Community
Sally Davis	Dr. Gary Bernhard
Tom Dworkin	Maureen Carney
Eugenie Harvey	Debora Ferreira, Esquire
Hoang Pham	Cheryl Howland
	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, DreamWeaver, and Computers for Everyone

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

For LMWEP offerings, call 545-6263. 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