



Offerings like worker radio, leadership, and conflict classes promote worker voices and issues being heard, so we're all more part of this experiment called democracy.
Sally Davis

SPRING 2007 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*

Feb 15 - Mar 29, Thurs 10:45-12:45 pm
 This 6 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. (Machmer W-13)
 — **Fran Fortino**, Instructor

ACCESS*

Jun 5 - Jun 26, 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. (Machmer W-13)
 — **TBA**, Instructor

Bridging Class Divides

Feb 22 - May 3, Thurs 1:30-3:30 pm
 What causes class divides and how do they show up? In a small group setting explore how class divides people based on money, education, social status, and more. What keeps these divisions in place and what can work to change them? We'll explore underlying causes, ingrained thinking patterns and assumptions, then work together on how we and those around us can overcome them. (406A Goodell)
 — **Aggie Mitchkoski & Daria Fisk**, Instructors

College for A Day

March 15, Thursday, all day
 Interested in a college education? Try it out during "College for a Day" at Holyoke Community College. You can take sample classes in: business, forensic science /criminal justice; electronic media/computers; health, wellness and fitness; nursing; biology; cooking and more. Come hear how "College for a Day" changed one UMass worker's life! Limited to first 15 people to sign up and are able to take personal day or get release time for the day. Cosponsored with SABES West and HCC.
 — **Fran Fortino**, Instructor

Digging Deep: Getting to the Heart of It

Jun 7 - Jun 28, Thurs 9 am to 12 pm
 Group and individual processes to clarify our values and how to put them into play at work, transforming our workplaces. Digging in and going deeper so that we can bring our whole selves to work and learn to work together so the entire effort gains clarity, power, and integrity. Improves problem-solving, goal-setting, planning, teamwork, meetings, and more. (Machmer W-13)
 — **Leslie Fraser**, Instructor

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

Feb 13 - May 1, Tues, 10:45-12:45pm
 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. (Machmer W-13)
 — **Fran Fortino**, Instructor



Computers is a great course. Everyone should take it.
Mike Soja

Dreamweaver for UMass Web Sites

Feb. 21 & 28, Wed, 10 to noon
 This 2-part workshop is for people who maintain UMass web sites and want to learn how to use Dreamweaver to update departmental web pages. You will become more comfortable editing content, adding pages, removing outdated files .(LGRC A367)
 — **Kevin Skelly**, OIT staff

EXCEL*

Apr 5 - May 3, 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

Media Action & Education: UpFront Radio

Feb 20 - May 22, Tues 3:15-5:15 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 4-5 pm on WMUA, 91.1FM. (Campus Center 105) — **Daria Fisk**, Instr.

Spelling, Reading, Writing, & E-Mail Basics

Feb 13 - May 3, 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. (Machmer W-13)
 — **Fran Fortino**, Instructor

Workplace Conflict and Stress: Beyond Heroes, Victims, & Villains

Feb 21 - May 2, Wed 10-12pm
 All stressed put and no place to go? In a small group setting explore actual workplace conflicts and what to do about them. We'll use role playing, creativity, and humor to understand what causes conflicts and why they're so hard to resolve. But we'll go beyond that to see ways to get out of binds that cause stress and trouble both at work and beyond. (612 Goodell)
 — **Daria Fisk & Aggie Mitchkoski**, Instructors



Education is a lifelong process, I'm very grateful that LMWEP provides the opportunity for me to meet so many different people and share a wide variety of perspectives that I just wasn't aware of before. The incredible wealth of knowledge contained within workers on campus comes through in these classes. I'm proud to be a part of it.
Aggie Mitchkoski

Worry-free Safe Computing

Feb. 14 or Mar. 14, Wed 10-noon, or Apr. 4, Wed 2-4 p.m.
 In this 2-hour workshop you'll learn how to protect your computer and keep your data safe. We show you how to use anti-virus software, spam filtering, how to disinfect your computer, and more. We'll also cover malware (a.k.a. spyware and adware), phishing and email viruses, hoaxes and identity theft. (LGRC A367)
 — **Kevin Skelly**, OIT staff



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

Workplace ESOL

- a) Beginning: Feb 12 - May 9, M/W, 9-11 am, (Machmer W-13) **Simeon Afouda**, Instructor
- b) Intermediate: Feb 12 - May 9, M/W, 1 to 3 pm, (Machmer W-13) **Amy Brodigan**, Instructor
- c) Intermediate: Feb 13 - May 10, Tu/Th, 1 to 3 pm, (Machmer W-13) **Simeon Afouda**, Instructor
- d) Beginning/Intermediate: Feb 13 - May 10, W/Th, 2 to 4 pm, **Carol Kim**, Instr.
- e) Intermediate: Feb 13 - May 10, Tu/Th, 7 to 9 pm, (Machmer W-13), **Liane Jeschull**, 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.

Writing for Work & Beyond

Feb 12 - Apr 30, Mondays 3 to 5 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. (Machmer W-13)
 — **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

REGISTRATION

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:

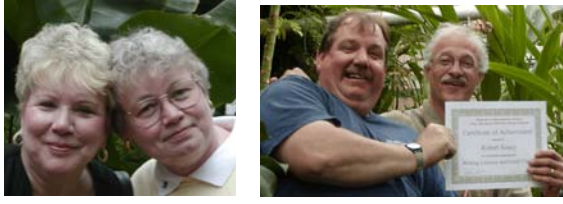
- | | | |
|--|--|--|
| <input type="checkbox"/> Advanced WORD* | <input type="checkbox"/> Dreamweaver for UMass Web sites | <input type="checkbox"/> Workplace ESOL A |
| <input type="checkbox"/> ACCESS* | <input type="checkbox"/> Excel* | <input type="checkbox"/> Workplace ESOL B |
| <input type="checkbox"/> Bridging Class Divides | <input type="checkbox"/> Media Action & Education | <input type="checkbox"/> Workplace ESOL C |
| <input type="checkbox"/> College for a Day | <input type="checkbox"/> Spelling, Reading, Writing, Email | <input type="checkbox"/> Workplace ESOL D |
| <input type="checkbox"/> Computers for Everyone* | <input type="checkbox"/> Workplace Conflict & Stress | <input type="checkbox"/> Workplace ESOL E |
| <input type="checkbox"/> Digging Deep | <input type="checkbox"/> Worry-free Safe Computing | <input type="checkbox"/> Writing for Work & Beyond |

* These classes have waiting lists. We will draw participants from existing waiting lists. Check these courses and you will get on the waiting list.

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
Julia Chandler	Justin Cobb
Maria Coach	Marcie Edwards
Liz Miletello	Linda Hillenbrand
Anne L. Moore	Francis Martin
Julie Nelson	Dale Melcher
Roberta Potter	Nancy Perwak
Donald Sullivan	Jane Litwin Taylor
Participants	Community
Sally Davis	Dr. Gary Bernhard
Joel Gomarolo	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 joint Trust Fund monies)

- ★ More Computer Offerings, including additional sections for ACCESS, EXCEL, WORD, and Computers for Everyone, 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	
Office Management	Instruction
Jane Litwin Taylor	Simeon Afouda
Jacob Gordon	Amy Brodigan
Projects Coordination	Dr. Daria Fisk
Amy Brodigan	Fran Fortino
Fran Fortino	Leslie Fraser
Liane Jeschull	Liane Jeschull
Gloria A. Santa Anna	Carol Kim
Chris Spicer	Nina Kositsky
Program Coordination	Aggie Mitchkoski, <i>hon.</i>
Dr. Joe Connolly	Kevin Skelly, <i>hon.</i>
Dr. Daria Fisk	Chris Spicer
	Andrew Watkins

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:

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