Workplace Education

Fall 2015 Classes
Now is the time to expand your world.

MS Office 365 ♦ Drupal at UMass ♦ Google Apps at UMass ♦ Introductory & Intermediate MS Excel
Communication & Leadership ♦ Workplace Bullying
Mindfulness Meditation ♦ Green Your Home!
Workplace English ♦ Writing Our UMass Stories

Registration Starts September 1

Register online at www.umass.edu/lmwep or call 545-6263

Expand your world...

Introduction to Computers
Tuesdays, Oct. 6 to Dec. 8, 9-10:45am

Introduction to MS Office 365
Tuesdays, Oct. 6 to Dec. 8, 11am-1pm

Introduction to Drupal at UMass
Wednesdays, Oct. 7 to Nov. 4, 9-10:45am

Google Apps at UMass
Wednesdays, Nov. 18 to Dec. 16, 9-10:45am

Introduction to MS Excel
Thursdays, Oct. 8 to Nov. 5, 9-10:45am

Intermediate MS Excel
Thursdays, Nov. 12 to Dec. 17, 9-10:45am (no class on Nov. 26)

Communication & Leadership: Develop Your Skills as a Leader
Thursdays, Oct. 8 to Nov. 3, 1-2:30pm

Writing Our UMass Stories
Tuesdays, Nov. 10 to Dec. 1, 11am-12:30pm

Writing at Work: Writing with Power, No Texting @ Work,
How to Say It and Get Your Message Out
Mondays, Nov. 2, Nov. 9, Nov. 16, 11am-12:30pm

Health and Wellness: Getting Healthy and Eating Healthy
Thursdays, Oct. 8 to Oct. 29, 1-2:30pm

Mindfulness Meditation: Stress Reduction for the Workplace
Thursdays, Nov. 5, Nov. 12, Nov. 19, 1-2:30pm

Becoming an Active Bystander: Stopping Workplace Bullying
Mondays, Dec. 7 and Dec. 14, 9:30am-12:30pm

Job & Career Pointers: Résumés, Online Job Applications, Interviewing
Mondays, Oct. 5, Oct. 19, Oct. 26, 12:30-2pm

Financial Health: Budgeting Basics, Paying Down Debt, Estate Planning
Tuesdays, Oct. 20, Oct. 27, Nov. 3, 10:30am-12pm

THESE THREE COMPUTER CLASSES FOR USA MEMBERS ONLY

Introduction to Adobe Photoshop  Wed., Oct. 7 to Nov. 4, 11am-1pm
Introduction to Drupal at UMass  Wed., Nov. 18 to Dec. 16, 11am-1pm
Computer Tips You Always Wanted to Know  Thurs., Nov. 5 to Dec. 10, 11am-1pm

Labor/Management Workplace Education Program
303 Goodell Building, 140 Hicks Way, University of Massachusetts
Amherst, MA 01003
413/545-6263 • umass.edu/lmwep

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