

Register online @ u-learn.salemstate.edu

Fall 2019 Professional Education Programs

What's New...



WOMEN'S
LEADERSHIP
MASTERMIND

Register online @ u-learn.salemstate.edu

WOMEN'S LEADERSHIP MASTERMIND

Discover your higher-purpose
as a woman in leadership!



What you will learn:

- The Changing Role of Leadership – An Evolving World of Work
- Self-Management – The foundation for Effective Leadership
- Team Leadership – Supporting Your Team to Create Value and Impact
- Organizational Leadership – Shaping the Workplace and it's Role in Society
- The Leading Edge of Leadership – The Future Role for Leaders

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Women's Leadership Mastermind

EXPLORE A DIFFERENT PARADIGM FOR WOMEN'S LEADERSHIP

This purpose-driven Women's Leadership Development Program provides a unique opportunity for women leaders to explore a different paradigm for their leadership role - an awakened and soul-centered approach to leadership. This program combines the practical with more spiritual and humanistic approaches to leading and inspiring others to optimal performance and impact. It provides an overview of essential skills, beliefs, and characteristics for leading others in our new world of work. Women leaders intuitively understand the call to action as stated in the 2018 Deloitte Global Human Capital Trends Report.

"Organizations are no longer assessed based only on traditional metrics such as financial performance, or even the quality of their products or services. Rather, organizations today are increasingly judged on the basis of their relationships with their workers, their customers, and their communities, as well as their impact on society at large - transforming them from business enterprises into social enterprises."

This innovative, six-month program provides a supportive learning environment for mid to senior level women leaders. Developed as a boardroom-style, collaborative learning experience, this Mastermind is facilitated by an experienced executive coach and guide.

Classes are held at the Enterprise Center at Salem State University. Course cost: \$2,200. For complete course description, and to register online go to u-learn.salemstate.edu or call Andrea DiVirgilio, 978.542.6302.



6 In-Person Sessions

8:30 am - 12 pm

October 2
November 6
December 4
January 8
February 5
March 4



6 Live Virtual Sessions (90 Minutes Each)

Apply Learning and Receive Feedback

Dialogue with Peers and Coach

And so much more...



One-on-One Virtual Support

Post Questions for Discussion and Feedback

Use as a Journal

Just-in-Time Coaching

Access Tools and Job Aids



Who should attend:

Women in leadership roles at the mid to senior level who want to take on a new role, expand their current role, build more confidence, discover their higher purpose as a leader, and advance their careers.

FEATURING: Hollee Howden Ed M, BCC, Principal of Soul Powered Work Coaching & Consulting



Hollie Howden is a seasoned executive and leadership coach, and a performance improvement and organizational development consultant. She facilitates the achievement of business and individual results through a comprehensive approach to leadership and workforce development. Her expertise includes identifying performance issues, developing and delivering comprehensive leadership development programs, and implementing organizational development and learning solutions. Ms. Howden holds a Masters degree in Human Development from Harvard University, a Certificate in Executive Coaching from the Professional School of Psychology in Sacramento, CA, and is a Board Certified Coach with the Center for Credentialing and Education, with over 20 years as an executive and leadership coach.

TALENT DEVELOPMENT PROGRAMS



Salem State University has a unique partnership with the Enterprise Center to support regional businesses through education, leadership, and workforce and economic development on the North Shore.

Register online @ enterprisectr.org/professionaleducation

CUSTOMER SERVICE

Friday, September 20, 2019 9 am-3:30 pm \$110

Learn the features of outstanding customer service, which leads to increased profits for the business and personal recognition for the service providers.

EVENT PLANNING: FROM START TO FINISH

Wednesday, October 2, 2019 9 am-3:30 pm \$110

In this program you will learn the intricacies of planning and executing show-stopping events.

NEGOTIATING WITH FINESSE

Friday, October 4, 2019 9 am-3:30 pm \$110

This course examines ways we can build a productive dialogue in both our day-to-day interactions and formal negotiations, to help us communicate constructively for a positive outcome.

BUSINESS WRITING AND GRAMMAR SKILLS

Wednesday, October 23, 2019 9 am-3:30 pm \$110

Review grammar rules and guidelines, and how to polish your written documents to make them more powerful and professional

CREATIVITY AND INNOVATION

Friday, November 1, 2019 9 am-3:30 pm \$110

Creative thinking is the foundation for innovation. Discover your inner creativity, and curiosity, to gain the confidence you need to share your ideas and bring them together successfully.

LEGAL ISSUES IN HUMAN RESOURCES

Wednesday, November 13, 2019 9 am-3:30 pm \$110

This interactive class will give an overview of best practices and tips for business owners, office managers, and human resources professionals during the hiring, evaluation, discipline and termination processes.

WORK-LIFE BALANCE

Friday, December 6, 2019 9 am-3:30 pm \$110

Learn the tools to balance your professional and personal lives and be happier, healthier and more productive.

CAREER DEVELOPMENT: TAKING OWNERSHIP OF YOUR CAREER PATH

Friday, November 15, 2019 9 am-3:30 pm \$110

Ready to take the next step on your way to your dream career? In this workshop, you will define what you need to do now to be ready for your target job and career goal.

CONTINUING EDUCATION FOR TAX ACCOUNTANTS

Mondays, September 23 – December 16, 2019 • 7 pm – 9:45 pm • \$400

This 10-week program is designed to meet the mandatory continuing education requirements of certified public accountants, public accountants and enrolled agents. The program qualifies for 30 CPE/CE credits.

ONLINE LEARNING

Salem State University has partnered with industry-recognized, online educational providers to bring you over 600 online courses and certificates right in the comfort of your home. These workshops and courses will help you boost your career, add new skills to your resume and bring new life to your life!

All the programs are taught by industry professionals, and experienced facilitators, bringing you the latest innovations in learning. Become the leader you know you can be!

Choose from a variety of topics, such as:

- Project Management PMP Exam Prep
- Certified Bookkeeper
- Quickbooks
- Oracle SQL + Python Developer
- Entrepreneurship: Start-up and Business Owner Management
- CPC Certified Medical Administrative Assistant
- Microsoft Office Master Certification

NOTE: Many of the online certificate programs qualify for Section30/TOP benefits through the Department of Unemployment Assistance. Visit your local Career Center or call Andrea DiVirgilio, 978.542.6302, or email adivirgilio@salemstate.edu for more information. To view the complete list of online programs available to you, visit enterprisectr.org/professionaleducation.

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