Focus on Core Competencies
K-State Polytechnic
Thursday, April 16, 2020
from 9:30 to 3:30

Agenda:

9:30 – 12:00 noon “Managing Difficult Conversations”

Presented by an Employee Relations Representative from Human Capital Services

Engaging in Difficult Conversations can be daunting. This interactive presentation is designed to increase your confidence and communications skills when confronted with a difficult conversation. This two-hour session will include information, discussions, role plays, and other interactive activities.

1:00 – 3:30 pm “Making the Clock Work for You”

Presented by Rachael Clews, SW Family and Consumer Sciences Extension Specialist

Is 24/7 not enough? Learn the components of time management: understanding how and where we spend our time, learning to prioritize and plan tasks, and identifying and dealing with time wasters. Become familiar with the latest apps to help you manage your time and increase productivity. Hands-on activities and worksheets will help you grasp concepts quickly to extend the learning, personally and professionally.

Registration:

Register by filling out the online registration survey
Deadline: Wednesday, April 08, 2020

Payment:

$10 for ESP members
$20 for non-ESP members

This payment covers the cost of lunch, snacks, and materials

Please send your check to:
Extension Operations
c/o Michelle Gieber
121 Umberger Hall
1624 Claflin Rd
Manhattan, KS  66506-3414

More Information:

For more information, contact Laurie Chandler or Jennifer Wilson.

Financial support for this workshop provided by the Alpha Rho Chapter of Epsilon Sigma Phi Endowment Grant.