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January - June 2010

New Jersey Department of the Treasury
Office of Workforce Initiatives and Development
Human Resource Development Institute
Training and Certificate Programs

Course Catalog



www.njtrainer.com - 609-777-2225

HRDI January – June 2010 Course List

Professional Development

Administrative Support

Support Specialist Program (13 Days)
Jan 13, 20, 27, Feb. 3, 10, 17, 24, Mar. 3, 10, 17, 24, 31, & Apr. 7
Jan 14, 21, 28, Feb. 4, 11, 18, 25, Mar. 4, 11, 18, 25, Apr. 1 & 8

Communication Skills & Interpersonal Skills

Assertive Communication Skills Mar. 31
Dealing with Anger and Aggressive Behavior Apr. 28
Dealing with Difficult People Feb. 17
Effective Writing (2 days) Feb. 8 & 10, May 25 & 27
The Employee's Role in Building a Harmonious
and Productive Workplace May 20
Evelyn Wood Reading Dynamics Mar. 11
Face-to-Face Communication Apr. 1
Facilitation Skills (2 days) Feb. 16 & 23
Improving Your Grammar Skills Mar. 23
Listening Effectively Feb. 3
Maintaining and Organizing Files Mar. 16
Making Powerful Presentations: A Public Speaking Workshop (3 days)
Feb. 11, 18, & 25

The Manager's Role in Building a Harmonious
and Productive Workplace June 11
Strategies for Mastering Conflict Feb. 16

Customer Service

How to Handle Difficult Customers Jan. 27
Producing Customer Service Feb. 5
Telephone Techniques Mar. 3

Personal Improvement

Advanced Writing Skills for Managers and Supervisors June 29
Conflict Management and Resolution Strategies for Women Feb. 23
Creating Self-Empowerment Mar. 23
Don't Worry About the Small Stuff May 5
Focus: Achieving Your Highest Priorities Apr. 20
How to Write for Technical Professionals Apr. 15
Ready, Set, Test! Feb. 22
Stress: Understanding and Managing It Mar. 19
Time Management June 16
Work/Life Integration June 18
Living a Healthy Lifestyle (6 days) Mar. 1, 8, 15, 22, 29, & Apr. 5

For more information, go to www.njtrainer.com or
call us at (609)777-2225 and press option #3.

English as a Second Language

- Accent on English (5 days) May 4, 11, 18, 25, & June 1
- Business Writing for Professionals Whose First Language is not English (7 days)
Apr. 7, 14, 21, 28, May 5, 12, & 19
- Presenting with Power and Style (4 days) May 6, 13, 20, & 27

Public Safety

- Being Prepared to Testify Jan. 29
- The Comprehensive Investigative Interview Program Mar. 16
- Report Writing for Investigators Apr. 30
- Investigative Interviewing In-Depth (3 days) May 10, 17 & 24

Management and Supervision

Basic Supervision

- Coaching for Better Work Performance Feb. 25
- How to Conduct Effective Meetings Apr. 9
- Making the Transition from Co-Worker to Supervisor Mar. 31
- Management Skills for New Supervisors Mar. 10
- Managing Change and Resistance Mar. 30
- Managing Workplace Negativity June 14
- Workplace Violence: Prevention & Response Strategies for
Managers and Supervisors (2 days) Apr. 19 & 20
- PAR Skills for Supervisors: PAR Committee Model (2 days) May 6 & 13
- Performance Evaluation System (PES) Workshop (2 days) Apr. 23 & 30
- Supervising Hard-to-Handle Employees June 8
- Supervision 101 (5 days) Mar. 16, 23, 30, Apr. 6 & 13
- Team Building Workshop (2 days) June 17 & 24

Basic Management

- Increasing Your Interpersonal Effectiveness Mar. 19
- Interviewing Skills for Managers Mar. 23
- The Leadership Challenge for Women (3 days) June 9, 16 & 23

Management Practitioner

- Improving Work Processes (2 days) Apr. 12 & 15
- Mentoring: A Partnering Model Apr. 15
- Performance Consulting (2 days) Apr. 27 & May 4

Project Management

- How to Use Feedback to Improve Performance Apr. 29
- Successful Project Leadership: Building Your Competence in
Managing Projects (3 days) Apr. 9, 16, & 23

Leadership

- New Jersey Executive Leadership Program (6 days)
Feb. 24, Mar. 3, 10, 17, 24, & May 5

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Business Operations Programs

Human Resources

Discipline and Grievance Handling	Mar. 8
Exploring Ethics in the Workplace	June 8
The How-To's of Major Discipline	May 4
Human Resources Fundamentals and the Legal Environment	May 19
Selection and Staffing	Apr. 7
Succession Planning	May 3
Understanding and Applying Title 4A (2 days)	June 2 & 4

Training

Active Techniques for Teaching Adults	Apr. 13
Applied Curriculum Design Workshop	Apr. 22
Curriculum Design	Jan. 19
Designing Surveys and Questionnaires	Apr. 16
Determining Training Needs	Mar. 10
Making Use of Technology Assisted Learning	Mar. 4
Training Facilitation Skills (2 days)	May 10 & 17
Training Program Evaluation	Mar. 8

Workforce Issues

Americans with Disabilities Act: Awareness to Action	May 12
Implementing a Diversity Initiative	May 14
Prevention and Response Strategies to Workplace Violence: Information for Employees	May 26
Prevention of Sexual Harassment (1/2 day)	Mar. 25, June 10
Valuing Diversity	Jan. 21
Public Employee's Occupational Safety and Health Program (PEOSH) Hazard Communication Standard Train-the-Trainer (6 days)	Mar. 18, 25, Apr. 1, 8, 15, & 22
Understanding the FMLA, ADA and Workers' Compensation Overlap in NJ	Mar. 17
Workplace Discrimination and Harassment	Apr. 9

*Please visit our website at
www.njtrainer.com
to see course descriptions and browse our
complete list of course
offerings.*

Information Technology

Access Introduction - 2 days (XP, 2003 and 2007).....	XP: Mar. 16 & 17 2003: Mar. 1 & 2 2007: Apr. 29 & 30
Access 2003 Queries and Advanced Table Design	May 5
Access Forms and Reports (XP and 2003)	XP: Apr. 6 2003: Mar. 31
Access 2003 Macros and Advanced Forms and Reports	June 10
Excel Introduction (XP, 2003, and 2007).....	XP: Jan. 28 2003: Jan. 11, Feb. 13, Apr. 9 2007: Feb. 8
Excel Intermediate (XP, 2003, and 2007).....	XP: May 20 2003: Apr. 23 2007: Mar. 15
Excel Advanced (XP, 2003, and 2007)	XP: June 7 2003: May 28 2007: May 10
Keyboarding for Professionals	Feb. 17
MS Project Introduction (2003 and 2007)	Available but not scheduled
MS Project Intermediate (2003 and 2007).....	Available but not scheduled
MS Project Advanced 2007.....	Available but not scheduled
MS Word Templates and Forms	May 21
Outlook (2003 and 2007)	2003: Mar. 302007: Available but not scheduled
PowerPoint (XP, 2003, and 2007)	XP: Mar. 10 2003: Jan. 26 2007: Apr. 15
PowerPoint Advanced Techniques (2003 and 2007).....	2003: Feb. 24 2007: May 24
Upgrading to Windows Vista	Available but not scheduled
Upgrading to Word 2007	Feb. 22
Windows XP Introduction	Feb. 5
Word Introduction (XP, 2003, and 2007).....	XP: Feb. 11 2003: Jan. 20 2007: Mar. 3
Word Intermediate (XP, 2003 and 2007).....	XP: Mar. 19 2003: May 18 2007: Apr. 14
Word Advanced (XP, 2003 and 2007)	XP: Apr. 26 2003: June 23 2007: May 4

Certified Public Manager Levels I – II – III Winter 2010

Northern Region

Hackensack

Jan. 25, Feb. 1, 8, 16, 22, Mar. 8, 15, 22, 29, Apr. 5, 19, 26, May 3, 10, 17 & 24

Morristown

Jan. 28, Feb. 4, 11, 18, 25, Mar. 11, 18, 25, Apr. 1, 8, 22, 29, May 6, 13, 20 & 27

Central Region

Trenton

Feb. 9, 16, 23, Mar. 2, 9, 23, 30, Apr. 6, 13, 20, May 4, 11, 18, 25, June 1 & 8

Freehold

Feb. 2, 9, 16, 23, Mar. 2, 16, 23, 30, Apr. 6, 13, 27, May 4, 11, 18, 25 & June 1

Southern Region

Bridgeton

Jan. 14, 21, 28, Feb. 4, 11, 25, Mar. 4, 11, 18, 25, Apr. 8, 15, 22, 29,
May 6 & 13

Clarksboro

Jan. 20, 27, Feb. 3, 10, 17, Mar. 3, 10, 17, 24, 31, Apr. 15, 22, 29,
May 6, 13 & 20

Certified Public Manager Levels IV – VI Winter 2010

Northern Region

Hackensack

Jan. 21, 28, Feb. 4, 11, 18, 25, Mar. 4, 11, Apr. 8, 15, 22, 29, May 6, 13, 20, 27
Sept. 16, 23, 30, Oct. 7, 21, 28, Nov. 4 & 18

Union

Jan. 22, 29, Feb. 5, 11, 19, 26, Mar. 5, 12, Apr. 9, 16, 23, 30, May 7, 14, 21, 27
Sept. 17, 24, Oct. 1, 8, 22, 29, Nov. 5 & 19

Central Region

Trenton

Jan. 25, Feb. 1, 8, 16, 22, Mar. 1, 8, 15, Apr. 5, 12, 19, 26, May 3, 10, 17, 24
Sept. 13, 20, 27, Oct. 4, 18, 25, Nov. 8 & 15

Manchester

Jan. 22, 29, Feb. 5, 11, 19, 26, Mar. 5, 12, Apr. 9, 16, 23, 30, May 7, 14, 21, 27
Sept. 17, 24, Oct. 1, 8, 22, 29, Nov. 5 & 19

Southern Region

Monmouth

Jan. 21, 28, Feb. 4, 11, 18, 25, Mar. 4, 11, Apr. 8, 15, 22, 29, May 6, 13, 20, 27
Sept. 16, 23, 30, Oct. 7, 21, 28, Nov. 4 & 18

Clarksboro

Jan. 19, 26, Feb. 2, 9, 16, 23, Mar. 2, 9, Apr. 6, 13, 20, 27, May 4, 11, 18, 25
Sept. 14, 21, 28, Oct. 5, 19, 26, Nov. 9 & 16

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 - ✓ business operations
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 - ✓ information technology



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please call us at (609) 777-2225.**


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