



# Free Professional Development

*Apply Here*

<https://www.opencccapply.net/gateway/apply?cccMisCode=161>

CR is offering free courses designed to enhance interpersonal skills and relieve stress at work. Each session of a course will cover the same material. Choose one session and switch to a different course when it is complete or repeat a course as many times as you would like.

**Submit your CR Application and register online, or complete on your first day in class.**  
**Classes taught at CR Eureka Downtown Site, 527 D Street Eureka CA**



3:30pm-5:00pm, Monday - Friday				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>WORK 221</b> <b>Stress Management</b> Topics will include the recognition of stress, causes of stress, and the benefits of stress management. Various stress management techniques will be covered.	<b>WORK 222</b> <b>Communication in the Workplace</b> Topics will include verbal and nonverbal communication, listening skills and specific workplace communication skills, including telephone and e-mail communication.	<b>WORK 225</b> <b>Decision Making and Problem Solving</b> Specific strategies for making decisions and solving problems will be presented, as well as the use of creativity in identifying solutions.	<b>WORK 224</b> <b>Conflict Management</b> Topics will include dealing with difficult people and interpersonal discord, differentiating between healthy and unhealthy ways of addressing conflict, and various conflict handling modalities. Students will also explore the role of anger in conflicts and how it can be effectively managed.	<b>WORK 229</b> <b>Time Management</b> Time management principles and specific tools that assist in maximizing the use of time. Emphasis will be placed on prioritizing, identifying time wasters, and goal setting.
Session 1 (061348) <b>1/26 - 3/2</b>	<b>1/20 - 4/15</b> (061245)	Session 1 (061349) <b>1/28 - 2/25</b>	<b>1/22 - 4/9</b> (061246)	Session 1 (061401) <b>1/30 - 3/6</b>
Session 2 (061397) <b>3/9 - 4/13</b>		Session 2 (061399) <b>3/11 - 4/15</b>		Session 2 (061402) <b>3/13 - 4/17</b>
Session 3 (061398) <b>4/20 - 5/11</b>		Session 3 (061400) <b>4/22 - 5/13</b>		Session 3 (061403) <b>4/24 - 5/15</b>

*Participants who attend 80% of a course will receive a Certificate of Professional Development for that course.*



**Adult & Community Education**

**Contact Adult & Community Education for more information:**

(707) 476-4500 | ACE@redwoods.edu | [www.redwoods.edu/academics/ace/](http://www.redwoods.edu/academics/ace/)

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