Enhance your Career with

TIPS

Techniques for Improving Performance

Date	Time	Program
September 17, 2014	8:30 a.m. to 4:00 p.m.	**Respect and Professionalism** Explores strategies to establish positive workplace relationships which are essential ingredients for today's business environment.
October 1, 2014	8:30 a.m. to 4:00 p.m.	**Face-to-Face Communication** Explores communication strategies that are vital for making good impressions, and provides participants with an awareness of what messages our body language, facial expressions and tone is conveying.
October 15, 2014	8:30 a.m. to 4:00 p.m.	**Conflict Resolution** Explores strategies for resolving or managing interpersonal conflict in the workplace.
October 29, 2014	8:30 a.m. to 4:00 p.m.	**Team Building** Explores strategies and techniques for developing effective teams. Learn about the skills essential to working in a team environment and fostering good team member relationships.

All Classes to he held at Mercer County Community College, Conference Center, 1200 Old Trenton Road, West Windsor Township, NJ 08550

Purchase TIPS classroom training series for $525 and SAVE $111 or purchase individual classes for $159

Upon completion of the TIPS Series a certificate of completion, along with 2.4 CEUs, will be awarded to participants.

Visit us online http://www.state.nj.us/csc/employees/training.
Contact us at 609-777-2225 to register for classes.

State of New Jersey
Civil Service Commission