

BE YOUR BEST

United Way Professional Development Workshops



Join us for “**Be Your Best | United Way Professional Development Workshops**”
To help build a stronger nonprofit community, we invite non-profit partner employees
and volunteers to join us for these free workshops.

Location: United Way of Southern Nevada (5830 W. Flamingo Road, Las Vegas, NV 89103)

Cost: No charge. United Way of Southern Nevada will provide all materials and instructors.

RSVP: Register at uwsn.org/BeYourBest

Questions: Contact Jackie Martinez at jackiem@uwsn.org or 702-892-2333.

Workshops	Date	Time
Time & Stress Management	March 23	8:30am - 11:30am
Time & Stress Management <i>(Repeat)</i>	March 23	1:30pm - 4:30pm
Efficiency with Google Calendar and Email	March 30	8:30am - 12:30pm
Efficiency with Google Calendar and Email <i>(Repeat)</i>	March 30	1:00pm - 5:00pm
Customer Service & Personal Branding	April 13	8:30am - 11:30am
Customer Service & Personal Branding <i>(Repeat)</i>	April 13	1:30pm - 4:30pm
Working Together: Building Effective Paid and Volunteer Staff Relationships	April 27	8:30am - 4:30pm
Working Together: Building Effective Paid and Volunteer Staff Relationships <i>(Repeat)</i>	May 4	8:30am - 4:30pm
Getting the Most from PowerPoint	May 25	8:30am - 12:30pm
Getting the Most from PowerPoint <i>(Repeat)</i>	May 25	1:00pm - 5:00pm
Supervisor Essentials: Foundations	June 4	8:30am - 4:30pm
Supervisor Essentials: Foundations <i>(Repeat)</i>	June 8	8:30am - 4:30pm
Supervisor Essentials: Staffing	June 11	8:30am - 12:30pm
Supervisor Essentials: Staffing <i>(Repeat)</i>	June 11	1:00pm - 5:00pm
Supervisor Essentials: Maximizing Staff Performance	June 22	8:30am - 12:30pm
Supervisor Essentials: Maximizing Staff Performance <i>(Repeat)</i>	June 22	1:00pm - 5:00pm
Supervisor Essentials: Managing Staff Performance	July 6	8:30am - 12:30pm
Supervisor Essentials: Managing Staff Performance <i>(Repeat)</i>	July 6	1:00pm - 5:00pm
Supervisor Essentials: Resolving Staff Performance	July 13	8:30am - 12:30pm
Supervisor Essentials: Resolving Staff Performance <i>(Repeat)</i>	July 13	1:00pm - 5:00pm

Workshop Descriptions

Time & Stress Management (3 hours)

There is no short-cut to managing yourself more effectively. The key is to invest your time in the most productive way, not only for the sake of your organization but for your own peace of mind. Learn techniques to get the most out of your day. Commanding your day (instead of your day commanding you) will reduce your stress levels and make you more accomplished.

Efficiency with Google Calendar and Email (4 hours)

Improve your efficiency by using the full features of Google calendar and email systems. Most of the workshop is applicable to non-Google users.

Customer Service & Personal Branding (3 hours)

The foundation of creating a customer service culture is understanding expectations, going the extra mile, and being a customer advocate. Discover how to have a positive influence on our interactions with internal and external customers. Develop and promote your personal brand in the process.

Working Together: Building Effective Paid and Volunteer Staff Relationships (8 hours)

Explore the dynamics of integrating volunteers as equals into your team. Spirited facilitation will guide us to a positive work environment where full integration will exist.

Getting the Most from PowerPoint (4 hours)

Learn how to maximize Microsoft PowerPoint to capture your audience's attention and communicate your message more effectively with maximum impact.

Supervisor Essentials: Foundations (8 hours)

Introduces the employment laws and the policies and resources that define and support supervisors in performing their people management responsibilities.

Supervisor Essentials: Staffing (4 hours)

Examines the steps in the staffing process that help supervisors place the right person in the right position.

Supervisor Essentials: Maximizing Staff Performance (4 hours)

Examines basic supervisory activities (such as clarifying expectations and setting goals) that supervisors can use to develop high performing staff members.

Supervisor Essentials: Managing Staff Performance (4 hours)

Explains when and how to give feedback, coach, evaluate, and recognize staff members to improve performance, when necessary, and keep high performers doing their best.

Supervisor Essentials: Resolving Staff Performance (4 hours)

Explains when and how to take various corrective actions (such as progressive discipline) if a staff members performance is not improving.