

## **WNMU Professional Development Topics/Opportunities:**

Building New Work Attitudes

Building Effective Teams

Communicating Financial Information

Communication Skills

Creating a Positive, Energized Work Environment

Creating, Organizing, and Maintaining Files

Customer Service Tips & Techniques

Dealing with Change

Dealing with Negative Behaviors

Delegating Effectively

Facilitation Skills

Feedback That Works

Flowcharting a Process

Goal Setting

Identifying Golden Opportunities

Identifying, Collecting, and Using Meaningful Data

Leadership Skills

Managing Conflict

Meeting Management

Mentoring & Coaching

Negotiation

Networking & Collaboration Practices

Policy Development

Prioritization

Productivity: How to Get Things Done

Project Management

Quality Tools (What Are They & How Are They Used?)

Specific Software Topics (Microsoft Office programs; Google)

Stress Management

Supervising People

Supporting Student Retention & Recruitment

Technology

Time Management

Understanding Work Cultures

Unleashing Innovation

Versatile Leadership

Working with Difficult People

Working with Dispersed Teams

Workplace Safety