

**JANUARY
2021
NEWSLETTER**



TRINIDAD STATE CONTINUING & COMMUNITY EDUCATION

Sharpen your Thinking with the Philosopher's Toolkit

*February 5-March 5, Fridays from 9 a.m. to 10:30 a.m.
Virtual Classroom via WebEx (no class February 26th)*

A series of 4 workshops with a combination of theoretical instruction, practical exercises and facilitated discussion.

Community members, students, faculty: Everyone with a desire to learn and reflect is welcome. No background in philosophy required, but you need to enjoy working with abstract terms and concepts. The workshops build on each other, so attendance for all four sessions is recommended.

Instructor: Susanne van der Meer is a thinking facilitator with an MA in Continental Philosophy. Her focus is on Practical Philosophy to make philosophical methods and ideas relevant to deepen the experiences of everyday life. She has been co-hosting a monthly Philosophy Cafe at the Carnegie Public Library in Trinidad. She loves creative wonder and critical inquiry. She has a broad professional background in law, visual arts, creative meeting facilitation, and adult education. Visit her website at: <http://www.siftvisuals.com/>



There is no cost for this series; however, registration is required in order for students to have access to the WebEx online service. Call Donna for complete information or to register at 719-846-5724.



**It's not too late to sign up for late-start spring classes.
Plan your future at
www.trinidadstate.edu/schedule**

ONLINE NON-CREDIT COURSES

Get inspired, re-energize yourself or learn a new skill – we are ready to help. At Trinidad State we believe learning should never stop. Our online, non-credit courses can provide training to enhance your performance at work, help you explore a new field, unlock a solution to one of life's problems or get you started with a new hobby.

Courses and career training are available through the Ed2Go, MindEdge, and UGotClass learning platforms.

trinidadstate.edu/continuing-education

NEW!



For more information or to register, contact: Donna Haddow-Continuing Education Coordinator
719-846-5724 | donna.haddow@trinidadstate.edu | 600 Prospect Street, Trinidad, CO 81082



"The expert in anything was once a beginner"
~Anonymous~

TECHNICAL WRITING

February 1-February 25, 2021

Tuition: \$115 plus fees

(class is COF eligible) .75 credit hours

Class will be held online through TSJC's D2L learning platform

While computers have simplified tasks in the workplace, in some cases they have also resulted in a workforce that lacks writing skills. In the workplace, writing must be understandable to the public, other businesses, and even government agencies. Professionals do not accept the slang and abbreviations used in emails; rather, they expect professional documents that clearly convey important messages.

This course will focus on the written communication needs of registered students in order for them to become successful (or to remain successful) in the workplace.



Instructor: LiAnn Richardson is a Business Instructor and Division Chair at Trinidad State. She holds a Master's degree from Capella University, a Bachelor's degree from Adams State University and an Associate of Arts from Trinidad State Junior College

The Heritage School at Trinidad State

Southern Colorado features a rich heritage, tempered with pioneer spirit and ingenuity. At The Heritage School at Trinidad State we promote and preserve traditional knowledge, skills, technologies, crafts and art forms of the past and apply them to modern life. If you've ever wanted to learn metal engraving, marveled at the skill of a blacksmith, felt the creative urge to work with leather, or make your own western hat, we have something for you. Join us as we bridge the gap between functional crafts and creative arts, hands-on learning and fun. We'll invite neighbors to pass along skills that might otherwise be lost, as well as experts and instructors from afar to share their knowledge. The summer 2021 schedule is available on the Trinidad State website.

Handling Difficult Employee Behavior

Online course

10 contact hours, 1 CEU or 10 SHRM credits

Handling difficult employee behavior can be overwhelming as you try to navigate the psychology of poor behavior to figure out how to improve the situation. This course is designed to prepare managers to deal with troublesome and difficult behavior by employees. By effectively addressing, coaching, and counseling employees, you can improve their behavior and improve morale, staff retention, productivity, and teamwork. This course uses videos to illustrate each behavior type so that you can more easily apply the techniques to your current work environment. Focusing on dealing with the behavior (not the person), tools and techniques for positive change are clear and well-defined.

Learning Outcomes:

- Discuss the importance of addressing difficult employee behavior

- Describe a six-step model for handling conversations about difficult behaviors

- Apply practical tips for handling conversations about difficult behaviors

- Recognize the common 12 difficult employee behavioral types:

- the Complainer
- the Disorganized Employee
- the Procrastinator
- the Inflexible Employee
- the Unmotivated Employee
- the Overly Sensitive Employee
- the Overly Confident Employee
- the Manipulator
- the Social Skills Challenged Employee
- the Overly Social Employee
- the Needy Employee
- the Bully

For additional information or register, contact Donna Haddow at 719-846-5724 or donna.haddow@trinidadstate.edu
Sign up anytime - course access is good for 90 days

For more information or to register, contact: Donna Haddow-Continuing Education Coordinator
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