

# 2018 TSMA SHARED LEARNING SCHEDULE

## PURDUE - MEP

### PROBLEM SOLVING

DECEMBER 13 | 8 AM TO 4 PM | \$295

SOUTHERN INDIANA CAREER & TECH CENTER - EAST SIDE OF ASSEMBLY HALL  
901 LYNCH ROAD, EVANSVILLE, IN 47711 | 20 SEATS

In this course, participants will learn about the Plan, Do, Check, Act (PDCA) problem solving method. In addition, participants will learn about problem solving tools and activities, including A3, root cause analysis, process mapping, cause and effect diagrams, and others.

REGISTER AT: <https://mep.purdue.edu/workshops-and-events/event-detail/?projectid=18202&certificateid=0&workorderid=0&workshopnameid=27>

## UNIVERSITY OF SOUTHERN INDIANA

### NEGOTIATIONS & THE ART OF INFLUENCING OTHERS

NOVEMBER 30 | 9 AM - 4 PM | \$199

INNOVATION POINTE, 318 MAIN STREET, DOWNTOWN EVANSVILLE, SECOND FLOOR  
INSTRUCTOR: KATHLEEN LAPEKAS

This course teaches individuals who may not have the authority to direct, but need to learn how to influence others in an organization. Developing influence with others requires building trusting relationships, establishing credibility, and leading with integrity with others to influence them to do what you need them to. Fee includes refreshments and lunch.

REGISTER AT: <https://www.usi.edu/outreach/lifelong-learning/professional-development/negotiations-and-the-art-of-influencing-others/>

### PROBLEM SOLVING & DECISION MAKING CERTIFICATE

DECEMBER 6 | 6 PM -9 PM | \$359

INNOVATION POINTE, 318 MAIN STREET, DOWNTOWN EVANSVILLE, SECOND FLOOR  
INSTRUCTOR: TAMMY PICKERING

Problem solving and decision making are critical skills for employees in today's workplace. The rapid pace of changes has placed a greater emphasis on the need to approach problems quickly while considering alternative options before making a decision. This newly certification program enables learners to increase the speed and quality of decisions made to solve problems their teams encounter in the workplace.

REGISTER AT: <https://www.usi.edu/outreach/lifelong-learning/professional-development/problem-solving-and-decision-making-certificate/>

### MANAGEMENT SKILLS ASSESSMENT

DECEMBER 14

8:45 AM - 3:30 PM | \$425 PER SESSION

USI UNIVERSITY CENTER EAST, 2229 - 8600 UNIVERSITY BLVD., EVANSVILLE, IN

Using well-recognized and accepted assessment center methodology, assessors observe and evaluate participants during a series of work simulations where participants encounter challenges and tasks common to supervisory and management positions. The outcome is a comprehensive report outlining the participant's strengths, developmental needs and training recommendations. The assessment is valuable for aspiring or current supervisors and managers from all industries. Register for each Management Skills Assessment at least one week before the class date. This course addresses the following soft skills; leadership, written and oral communication, problem solving, decision making, interpersonal relationship skills, sensitivity, planning, organizing and prioritizing abilities. The list of competencies was compiled and adapted from surveys administered by Indeed.com, Monster.com, Forbes and Business Daily News. Registration includes a light breakfast and lunch.

REGISTER AT: <https://www.usi.edu/outreach/lifelong-learning/professional-development/management-skills-assessment/>

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