

# 2018 It's Your Career Curriculum Outline

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All Programs meet on Fridays at 7:30 am in The Learning Lab @BCPL

7:30 a.m. Networking

8:00 - 10:00 a.m. Workshop

Registration Required: Go to [www.blountchamber.com/community/soft-skills](http://www.blountchamber.com/community/soft-skills)

- Bring a mobile device, tablet, or laptop.
- Limited to 50 participants
- Class format features a short lecture on each topic, case studies discussion in small groups and resources for use in businesses and organizations.
- All classes take place at the Blount County Public Library's New Learning Lab (outside the library in the former First Tennessee Bank branch building) , 508 N. Cusick St., Maryville, TN, 37804

## **Time Management**

January 26, 2018

You're busy, but how productive are you? Join us to learn effective strategies for managing your time and boosting your effectiveness at work.

Registration begins Dec. 21.

## **Building a Team**

February 23, 2018

Build better teams by being able to identify personalities and communication styles, understanding the causes of dysfunction, and building teams of individuals whose strengths compliment each other.

Registration begins Jan. 29.

## **Managing People and Personalities**

March 23, 2018

No single management type works with every employee. Learn how to manage according to personality types and get the most from your team. Share strategies and gain resources that will help you to engage, inspire, and retain employees of every type.

Registration begins Feb. 26.

## **Free Resources for Professional Development**

April 27, 2018

Learn more about the great online and in-person professional development resources available for your staff in topics from marketing to web design and software to soft skills. The sky's the limit!

Registration begins March 26.

**How to Run an Effective Meeting**

July 13, 2018

Time is valuable. \$37 billion dollars of salary is lost annually unproductive meetings. Learn some tools to make the most of your meetings, stay on task and be productive! Registration begins April 30.

**Improving Your Presentation Style - Speaking**

September 28, 2018

Whether you're naturally shy or love hamming it up for a crowd, learn how to effectively capture an audience and inspire action.

Registration begins July 16.

**Improving Your Presentation Style - Strategies for Engaging Presentations**

October 26, 2018

What makes a good presentation? How do you keep people from falling asleep or zoning out? In this session learn how to keep your audience engaged and explore tools to make your presentation look more professional, polished and accessible.

Registration begins Oct. 1.

**Making Your Social Media Look Good**

November 30, 2018

Learn how to sharpen your online presence for a consistent, professional delivery of your brand or image. Explore tools and platforms for easy-to-create designs and beautiful graphics. Bring your laptop or tablet or one will be provided for your use.

Registration begins Oct. 29.

**Creating Infographics for Promoting Your Business**

December 21, 2018

Infographics are a great tool to tell the story of your business or organization in a clear and visually compelling way. Learn the basics of what makes a good infographic and explore free tools for making them.

Registration begins Dec. 3