

PROFESSIONAL LEARNING AND WELL-BEING WORKSHOPS 2022 - 2023

A series of professional learning and well-being workshops are offered to Humber College and the University of Guelph-Humber employees and managers during the fall and winter semesters.

Professional Learning and Well-being Workshops for Employees:

- Four Seasons of Reconciliation ▼
- Impactful Communication Skills ▼
- Conflict Resolution ▼
- Personality Dimensions: Dealing Effectively with Different People ▼
- Personal Resilience & Finding Balance ▼
- Managing Mental Health in the Workplace ▼
- Introduction to Mindfulness ▼
- The Employee's Guide to Sustainability ▼
- Sustainability as an Innovation Opportunity ▼
- CAAT Pension Plan Overview ▼
- CAAT Pension Purchase ▼
- Retirement Planning ▼
- Employee Assistance Program (EAP) Informational Session ▼

Professional Learning and Well-being Workshops for Managers:

- Coaching for Greater Performance ▼
- Leading People During Change ▼
- Project Management Fundamentals - The Nuts and Bolts of Project Management ▼
- Managing Mental Health in the Workplace for Leaders ▼



REGISTRATION & ATTENDANCE



The links to register for all workshops are indicated further.

There are multiple offerings for all workshops from November 2022 until February 2023.

All workshops are virtual and the session links will be provided upon registration.



Some workshops have a maximum number of participants.

Managers should encourage their team members to attend the employee workshops. Managers can also attend the employee workshops.

Professional Learning and Well-being Workshops for Employees

Four Seasons of Reconciliation

Self-paced eLearning Module *All employees and managers are encouraged to complete this Learning*

Four Seasons of Reconciliation Training was designed directly in response to the Truth and Reconciliation Commission of Canada's Calls to Action. It responds specifically to Call to Action #62. This focuses on the need for institutions like Humber to implement curriculum and resources to help people learn about the historical and current context of Indigenous peoples. A certificate of completion and a bonus video library for on-going learning is provided at the end of the course. This self-paced eLearning module takes approximately 3 hours to complete.

If you are interested in completing this training, please contact Sheetal Kapoor at sheetal.kapoor@humber.ca for access to the course. In your email, ensure to include your first name, last name, and [@humber.ca](https://www.humber.ca) email address.

Impactful Communication Skills

This confidence building workshop will provide exercises to develop personal power to project oneself, over the phone, one on one, in formal presentations and through daily interactions with our teams. Participants will overcome the fear of speaking and be able to communicate with their colleagues in manner that will enhance personal relationships and foster team spirit.

Please register by clicking on the date that works best for you:

[November 28, 2022: 9:00 a.m. - 12:30 p.m. \(Session Full\)](#)

[February 1, 2023: 9:00 a.m. - 12:30 p.m.](#)

Conflict Resolution

Through this workshop, employees will be able to identify the nature of conflict; understand their own conflict style and how it impacts on situations; identify and address the barriers to effective conflict resolution; demonstrate an interpersonal conflict resolution session; and develop an action plan to improve conflict resolution skills.

Please register by clicking on the date that works best for you:

[February 20, 2023: 9:00 a.m. - 12:30 p.m.](#)



Personality Dimensions: Dealing Effectively with Different People

This workshop will help employees deal with different personalities in win-win ways. Learn how to tolerate and communicate more effectively with those that are different from you and how to influence others more effectively. Employees will also gain a greater understanding of their own temperament which will enable them to be more successful and happier at work.

Please register by clicking on the date that works best for you:

[November 21, 2022: 9:00 a.m. - 12:30 p.m.](#)

[January 23, 2023: 9:00 a.m. - 12:30 p.m.](#)

Personal Resilience & Finding Balance

In this workshop, employees will discuss and share what contributes to stress and burnout in the workplace and in our lives in general. Employees will learn proven techniques and strategies to manage stress and the importance of mindset in relation to stress in a pre-emptive effort to stave off burn-out and create a more balanced and emotionally sound life.

Please register by clicking on the date that works best for you:

[November 23, 2022: 9:00 a.m. - 12:30 p.m.](#)

[January 19, 2023: 9:00 a.m. - 12:30 p.m.](#)

Managing Mental Health in the Workplace

This workshop uses experiential learning activities and case studies to increase mental health literacy and reduce stigma around mental health and addiction. It also looks at actions that all employees can engage in to provide a supportive environment to colleagues struggling with a mental health challenge, as well as strategies for creating psychologically safe and healthy work environment.

Please register by clicking on the date that works best for you:

[November 17, 2022: 9:30 a.m. - 11:30 a.m.](#)

[February 16, 2023: 9:30 a.m. - 11:30 a.m.](#)



Introduction to Mindfulness

Participants will leave this workshop with a solid foundation and understanding of mindfulness and meditation and will experience a variety of activities and practices.

Topics covered will include:

- Benefits of mindfulness
- Differences between meditation and mindfulness
- Elements for a successful practice
- How to incorporate into your life
- Several guided meditation practices

Please register by clicking on the date that works best for you:

[December 6, 2022: 9:00 a.m. - 12:30 p.m.](#)

[January 26, 2023: 9:00 a.m. - 12:30 p.m.](#)

The Employee's Guide to Sustainability

This course introduces the concept of sustainability - what it is, why it's important, and why you should care. Discover how you can support sustainability initiatives in your organization, start your own sustainability initiatives, and participate in actions that will have an impact on the biggest environmental challenges of our lifetime.

Please visit [LinkedIn Learning](#) and sign in using your [@humber.ca](#) email address to take this course.

Sustainability as an Innovation Opportunity

Sustainability is about changing the way we use, value and respect natural resources. It's a sophisticated and technical skill set that is quickly becoming a must-have for any successful business. This course will go through the basics of what sustainability is and how you can assess the impacts of your products and services and redesign them for the circular economy.

Please visit [LinkedIn Learning](#) and sign in using your [@humber.ca](#) email address to take this course.

CAAT Pension Plan Overview

This informational session will provide employees with an easy-to-understand overview of the CAAT Pension Plan. Employees will learn about the advantages of belonging to a well-governed, defined benefit pension plan that delivers a secure retirement income for life.

Please register by clicking on the date that works best for you:

[February 3, 2023: 1:00 p.m. - 2:00 p.m.](#)



CAAT Pension Purchase

This information session will cover what a DBprime pension purchase is and whether a pension purchase is right for you. Employees will also learn how they can purchase additional pension in the CAAT Plan and the amount of pension they can expect to get from a purchase.

Please register by clicking on the date below:

[November 18, 2022: 1:00 p.m. - 2:00 p.m.](#)

Retirement Planning

It's never too early or too late to start planning for retirement. Join this session for the answers to the questions members ask most when preparing to retire. This information session is applicable to all members in DBprime and DBplus and covers the following and more:

- How much money do I need for retirement?
- How much pension will I get?
- Is my pension secure?
- What do I do to start my retirement?

Please register by clicking on the date below:

[February 22, 2023: 1:00 p.m. - 2:00 p.m.](#)

Employee Assistance Program (EAP)

Informational Session (Full-Time Employees)

This information session will familiarize full-time employees with the wide range of services that the Employee Assistance Program offers and how they can access them.

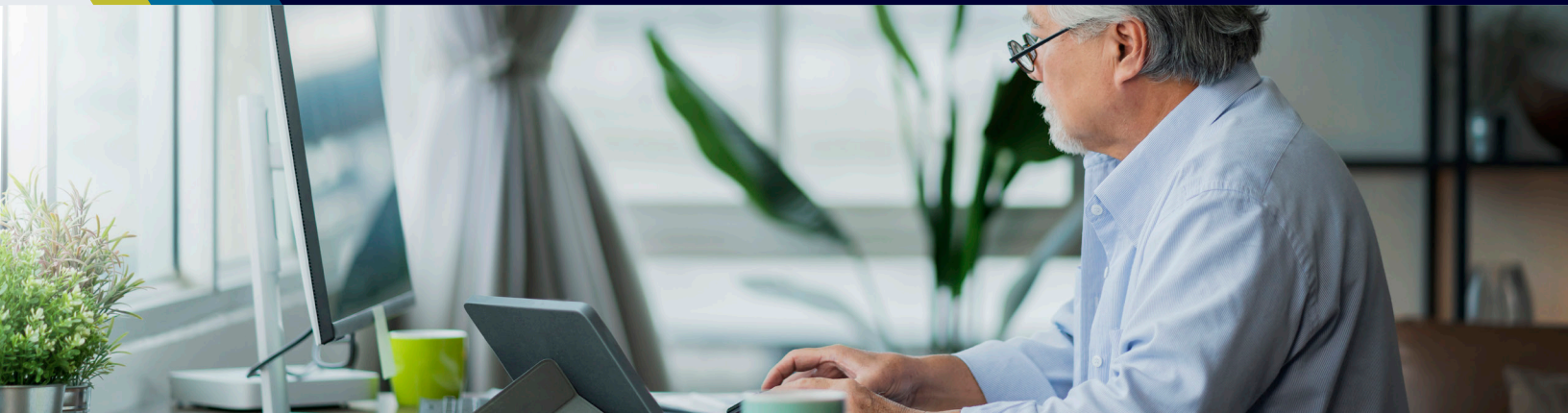
Please register by clicking on the date that works best for you:

[November 29, 2022: 3:00 p.m. - 3:30 p.m.](#)

[February 10, 2023: 3:00 p.m. - 3:30 p.m.](#)

All workshops are virtual and the session links will be provided upon registration.

If you have any questions about the professional learning and well-being workshops, please contact oe@humber.ca.



Professional Learning and Well-being Workshops for Managers

Coaching for Greater Performance

Through this workshop, managers will learn what coaching entails, the significance of a coaching mindset, and how to apply the GROW Model to conduct coaching conversations.

In this workshop, you will learn how to:

- Decide when to use coaching versus other development interventions
- Frame feedback as forward-looking developmental conversations
- Apply a structured approach to plan for an upcoming coaching conversation

Please register by clicking on the date that works best for you:

[November 30, 2022: 9:00 a.m. - 12:30 p.m.](#)

[January 31, 2023: 9:00 a.m. - 12:30 p.m.](#)

Leading People During Change

This workshop will help managers understand typical change reactions and how to create a plan for supporting successful change at the individual and team level. Managers will create an action plan for a specific change to help them understand and influence people's reactions.

Please register by clicking on the date that works best for you:

[January 11, 2023: 9:00 a.m. - 12:30 p.m.](#)



Project Management Fundamentals - The Nuts and Bolts of Project Management

This course is an introduction to the world of formal project management practices. Managers will learn what project management is and the highlights of how it works to manage complexity.

Please register by clicking on the date(s) that works best for you and ensure you can attend both days of this workshop:

Two-Day Session:

[December 2, 2022: 9:00 a.m. - 12:30 p.m.](#) and [December 9, 2022: 9:00 a.m. - 12:30 p.m.](#)

[February 17, 2022: 9:00 a.m. - 12:30 p.m.](#) and [February 24, 2023: 9:00 a.m. - 12:30 p.m.](#)

Managing Mental Health in the Workplace for Leaders

This workshop will help leaders build the knowledge, skills, and confidence to better support employees who are experiencing mental illness and addiction. Managers will learn how to recognize their own biases and assumptions about mental health and addiction in the workplace; practice how to approach an individual with possible mental health and addiction issues; and identify strategies for creating psychologically safe teams in the workplace.

Please register by clicking on the date that works best for you:

[November 15, 2022: 9:30 a.m. - 1:30 p.m.](#) + Prerequisite eLearning

[February 14, 2023: 9:30 a.m. - 1:30 p.m.](#) + Prerequisite eLearning

All workshops are virtual and the session links will be provided upon registration.

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