

WOMEN'S INSTITUTE



Bergen Community College's Women's Institute seeks to support and nurture women's educational, emotional and physical needs throughout the many phases of life. Our continually expanding organization is caring, nurturing and supportive; imparting its collective years of experience to other women interested in expanding their skills in the workplace and at home.

The Women's Institute
at Bergen Community College

To register, call: (201) 447-7488 • www.bergen.edu/continuing

WOMEN'S INSTITUTE

WI 022 Naturally Finding Your True Voice

4 sessions; \$85

001, Th.; March 29-April 19, 2012

Hours: 7:00-9:00 p.m.

Location: TBA

Do you feel that you have gone through life not being heard? If so, join us to discover leading-edge strategies that will enable you to "Be the Change You Wish to See." Learn how to better hear and thus speak the voice of your genius through powerful explorations and playful transmissions. Students are asked to bring \$6 to the first class for materials. Materials fee will be paid directly to the instructor.

Instructor: Verena Visser Aibel

✓NEW

WI 032 Falling Up: Bouncing Back From Job Loss or Failure

1 session; \$40

001, Tue.; May 8, 2012

Hours: 6:30-8:30 p.m.

Location: TBA

No one's life is immune from the occasional setback. Even the most successful super achievers had a few failures along the way. The key is how to take a failure and rebound to success. Learn the steps of a successful career comeback.

Instructor: Sue Podbielski

✓NEW

WI 031 Exploring Your Leadership Potential

1 session; \$40

001, Th.; May 10, 2012

Hours: 6:30-8:30 p.m.

Location: TBA

Learn how to make yourself stand out from the pack and become a leader in your field. Discover why American women hold themselves back from leadership roles and how we can change the situation for ourselves and our daughters and granddaughters. Learn the keys to a personal development plan that will put you in charge of your career and your life.

Instructor: Sue Podbielski

WOMEN'S INSTITUTE LEADERSHIP ACADEMY

This program offers a robust training experience for women to prepare them for advancement into leadership positions. Experienced instructors will provide vital insight and guidance, while allowing participants to share their experiences and learning with each other.

Participants will achieve a certificate by completing all 5 courses in the Leadership Academy, but classes may be taken individually on a non-certificate basis.

WI 006 Effective Communication Skills for Leaders

4 sessions; \$150

001, Mon.; February 13-March 12, 2012

(no class 2/20)

Hours: 6:30-9:30 p.m.

Location: TBA

Communication is key to leadership. Participants in this course will learn specific communication strategies for professional situations, including sales, customer service, presentations, and interfacing with top management or external stakeholders. This course will also examine self-esteem and assertiveness issues. As part of the course, students will receive an individual analysis of their communications strengths using the Myers-Briggs Type Indicator. The special discounted fee of \$45 for the instrument and analysis will be paid to the instructor on the first night of class.

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC

WI 008 Leading Effective Organizations

4 sessions; \$150

001, Th.; February 16-March 8, 2012

Hours: 6:30-9:30 p.m.

Location: TBA

In today's fast-paced and ever-changing, competitive society, organizations must be able to respond and adapt effectively. Our course will focus on exploring the confluence of leadership and organizations in this context. Topics will include individual and group dynamics, organizational systems, structures and change, and leadership influence.

Instructor: Diane D. Dean, M.S.



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WI 007 The Art of Leadership

3 sessions; \$115

001, Wed.; April 18-May 2, 2012

Hours: 6:30-9:30 p.m.

Location: TBA

This course will explore what distinguishes a leader from a manager and the characteristics of a good leader. Participants will discover the strengths and weaknesses of their personal leadership style and learn how to use that style in their chosen career. Participants will explore the transition from personal responsibility to responsibility for a group. Essential skills such as risk assessment, decision-making, and vision casting will be explained and practiced. As part of this course, students will receive an individual analysis of their leadership strengths using the Myers-Briggs Type Indicator. The special discounted fee of \$45 for the instrument and analysis will be paid to the instructor on the first night of class. Students who completed the Indicator for the Effective Communication Skills for Leaders course (WI 006) do not need to repeat the analysis. The same tool will be used to discuss leadership preferences.

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC

WI 009 Conflict Management and Negotiation

2 sessions; \$75

001, Th.; April 26-May 3, 2012

Hours: 6:30-9:30 p.m.

Location: TBA

Conflict is inevitable, but it does not need to be unmanageable. This course will cover the causes and dynamics of conflict and the key elements of negotiation. Participants will also learn the necessary negotiation and conflict management tools and techniques essential to successfully navigating relationships in the workplace and beyond.

Instructor: Diane D. Dean, M.S.

WI 010 Mentoring

2 sessions; \$75

001, Tue.; March 27-April 3, 2012

Hours: 6:30-9:30 p.m.

Location: TBA

Mentorship is vital to succeeding as a leader. Learn to identify potential mentors and establish a mentoring relationship. Participants will also learn how to cultivate success in others by becoming a mentor to someone else.

Instructor: Charelle Cusberth, M.S.



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Women's Institute Mentoring Session 2012

All sessions are held in the Moses Family Meeting and Training Center, located in the Technology Education Center, from 5:00 to 7:00 p.m. Please register online for each session you wish to attend. For additional information, please contact Andrea Schaffel by e-mail at aschaffel@bergen.edu or by telephone at (201) 493-8975.

January 10, 2012
February 21, 2012
March 20, 2012
April 17, 2012
May 15, 2012

January 10, 2012 / Women In Education
<http://mentoringjanuary2012.eventbrite.com>

February 21, 2012 / Women Doing Well Doing Good
<http://mentoringfebruary2012.eventbrite.com>

March 20, 2012 / Women in Non-Traditional Professions
<http://mentoringmarch2012.eventbrite.com>

April 17, 2012 / Women in Healthcare
<http://mentoringapril2012.eventbrite.com>

**May 15, 2012 / Finale Celebration /
Networking Session**
<http://mentoringmay2012.eventbrite.com>

