

Finding the location of your class

To find the location of your instructor-led training class, follow the steps below:

1. In the To do list at the top your home page, change the display to Upcoming Training
2. Click on the specific class name within the To do list so that it becomes highlighted in blue.
3. Click the View Details button.

To do

Next training activity
29/10/2010 8:30:00 AM EDT
[Express Confidence And Inspire Cooperation](#)

Training activities

Activities related to your training Display: **Upcoming Training**

Activity Name	Code	Action	Start Date
Acting Out Respect: Coaching Others Through Co...	UHUHR123I		18/11/2010
Express Confidence And Inspire Cooperation			29/10/2010

(1-2) of 2 records

Express Confidence And Inspire Cooperation **View Details** Other actions

Type: Instructor Led Class
Description: Course Description: Good leaders inspire and motivate others by focusing on solutions and positive social relationships. In this half-day workshop you will learn to identify and utilize positive lang...

4. In the Activity Summary window, click the Expand All button and scroll down. The location of your class will be displayed in the Additional Information section.

SumTotal - Activity Summary

Expand All Collapse All

Description and Notes
Below are the details about this activity including activity description, user notes and instructor notes.

Description:

Course Description: Good leaders inspire and motivate others by focusing on solutions and positive social relationships. In this half-day workshop you will learn to identify and utilize positive language forms and communication strategies. You will learn to reframe difficulties into opportunities thereby presenting yourself as credible, resourceful, capable, and well organized. The course will also help you develop an understanding of how to express a long-term vision that takes into account the perspectives of your employer, colleagues and customers. This workshop includes pre-course online activities and readings as well as post-course email reminders that serve to reinforce and deepen the learning experience. Participants must have an email address and access to the internet to take this course.

Course Objectives: ·Develop an understanding of the language strategies that influence and inspire others·Learn ways of presenting ideas that emphasize solutions over problems·Practice transforming and reframing negative sentences·Practice these strategies in workplace-specific dialogues and role-playing situations.·Remember to apply these skills in day to day communication

Schedule and Pricing
Below are the details about this activity including schedule and pricing information.

Start date: October 29, 2010 8:30:00 AM EDT End date: October 29, 2010 12:00:00 PM EDT

Additional Information
Below are the additional details about this activity such as facility, location and so on.

Activity Status: Active Activity type: Instructor Led Class

Locations: EN 1-429/430, TGH, EN 1-429/430, TGH Content: Organizational & Employee Development