

**University of the West Indies
Cave Hill Campus
Department of Management Studies
Faculty of Social Sciences**

Personal Development and Life Skills Series

**Coordinator/ Facilitator: Ms. Cheryl Gittens
417-4302**

Session 1: September 16th to October 21st, 2009

Session 2: October 28th to December 2nd, 2009

Six-Week Personal Development Programme

Why are you Here?	Cheryl Gittens
1. Find your Passion: Choosing a Degree and Career that you Love 2. (Wednesday September 16,2009)	This timely life coaching workshop gently guides you to courageously examine why you have chosen to pursue your degree and career. Are you choosing your career or is someone else choosing for you. What do you really want to do and be?
Successful Teams and Projects	Ondene Kirton, Higher Heights; Paul Ashby, FCIB
3. Making Any Team Work (Wednesday September 23, 2009)	Being able to work with whoever shows up is a prerequisite for the successful manager in the workplace. Don't compromise your grade because your team isn't pulling their weight. Learn how to work with anyone and still succeed.
4. Holding Successful Project Meetings (Wednesday September 30, 2009)	The key to time to successfully managing your project is efficient and effective project meeting. Learn techniques that will put an end to long unproductive meetings. After all you don't have all night on campus!
Managerial Communications	Cheryl Gittens , Sonia Mahon
5. Communication Skills and Managing Difficult Conversations (Wednesday October 7, 2009)	"Seek first to understand and then to be understood" Stephen R. Covey. The key to effective communication is to listen. We all want to influence others also to be heard. Learn how, by mastering your words, your tone and your body language.
6. Winning Presentation Skills (Wednesday October 14, 2009)	It's the day to present your case study in class and you want the smallest role so you can get your mark without being seen. That is not possible. Conquer anxiety. Present with confidence. Develop a winning presentation on the day when it counts.
Etiquette	Ayanna Young Marshall
7. Etiquette, Business Cards, Internet Presence: Social Networking, Netiquette (Wednesday October 21, 2009)	For "Freshers" and "Final Year" students. As you enter and as you leave, learn easily overlooked details that can make or break your first impression. Miss-steps on social websites have cost careers. Avoid the avoidable by focusing on the social details.

All workshops will be held in MSR3, Management Studies. They will be led by Faculty and Industry Guests. Light refreshments will be served.