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.

Women’s Institute Leadership Academy

BI 752 Improving Your Business Writing Skills-Tips and Techniques
5 sessions; $170
001, Wed, February 4–March 4, 2015
Hours: 6:30-8:30 p.m
Location: Paramus Campus
Upon completion of this workshop, attendees will be able to: plan, organize and prepare effective business correspondence, e-mails, memos and reports targeted to internal and external readers; apply grammar, spelling and syntax rules to document preparation to ensure clarity and consistency; address special business communications situations such as praise, instruction, discipline and change.
Instructor: Wilma Hurwitz

WI 008 Leading Effective Organizations
4 sessions; $160
001, Th, February 5–26, 2015
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.

WI 009 Conflict Management and Negotiation
2 sessions; $85
001, Th, March 5, 12, 2015
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 022 Finding Your True Voice, Naturally
4 sessions; $95
001, Th, March 26, April 2, 9, 16, 2015
Hours: 6:30-8:30 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. Maters fee will be paid directly to the instructor.
Instructor: Verena Visser Aibel

WI 052 Personal Branding: How to Speak About Yourself so Others Listen
1 session; $85
001, Wed; April 8, 2015
Hours: 6:00-9:00 p.m
Location: TBD
In today’s fast-paced business world, speaking so that others listen is a critical step in the success of your career. Everything from your success in selling to your interpersonal day-to-day interactions with your peers, come into play each time you speak. Your personal brand is as unique as you are and having a compelling and exciting way to convey it is an essential tool in today’s business world that should be designed to open doors for you.
Your personal brand, your elevator speech and how others view you are all important elements in catching the eyes and ears of managers, peers and prospective business associates. In this workshop we’ll focus on speaking with clarity to capture the essence of you and your career.
When you speak about yourself do others listen?
Instructor: Linda Trignano, Founder of Trignano Consulting, LLC

Instructor Bio: Linda is a professional speaker as well as a member of the American Society of Training & Development, the NJ Association of Women Business Owners (NJAWBO). She holds a MS in Management -Training, from Montclair State University, a BA in Communications from Ramapo College, Human Resources Certification from Rutgers University, Project Management Certification from Stevens Institute of NJ, as well as a coaching degree from Coach University, CO.

To register, call: (201) 447-7488 • www.bergen.edu/continuinged | SPRING 2015
**WOMEN’S INSTITUTE**

**WI 007 The Art of Leadership**
3 sessions; $135  
**001**, Mon; April 20, 2015  
**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 031 Exploring Your Leadership Potential**
1 session; $50  
**001**, Mon; May 4, 2015  
**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**: Rita Williams-Bogar, MBA, CPCU, ChFC