



Los Rios Community College District



Transformational Skills for the 21st Century Workplace

Coming to CALHR

Designed and Developed by the Los Rios Community College District
Government Training Academy

ALL COURSES HELD AT:

Los Rios CCD - 1410 Ethan Way, Sacramento, CA



To register for any of these courses,
email CALHR: Training@CalHR.ca.gov
or call (916) 445-1547

Or online at: [CALHR Training Calendar](#)

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Transformational Skills for the 21st Century Workplace

Hard skills training, including writing, problem solving, decision making, and project management have long been available and recognized as vital for workplace success. The same is true of soft skills training including communication, teamwork, interpersonal skills, and many others.

Now there are Transformational Skills - The skills and tools needed to survive and thrive in the workplace of tomorrow. All available at www.CALHR.ca.gov/Training

Learning How to Learn: The Superpower Needed to Succeed in the Modern Workplace

This workshop will unlock the science based evidence of how to learn and provide systems and the means to improve your ability to learn. According to education and work expert Heather E McGowan, “*Having an agile learning mindset will be the new skill set of the 21st century.*” Lifelong learning is the new and essential workforce skill. The good news is two-fold. Lifelong learning opportunities are more available, effective, and easier to access than ever before. The fields of cognitive and educational psychology have uncovered significant science based evidence about what works as one seeks to learn and acquire new skills.

Habits: A Science-Based Approach to Developing Good Ones and Dropping Bad Ones

This course will introduce you to a three step model for both reversing bad habits and sticking to good ones. Winners and losers start with the same goal in mind. Of course goals are important, but there is increasing evidence that what differentiates winners is their systematic building of good habits and their elimination of bad ones. There is good science, built on years of behavioral findings, that lays out a clear path for making and breaking habits. Imagine the impact this course could have on your efficiency, your productivity, your belief in yourself, and your ultimate success in the workplace.

The Foundations of Well Being: At Work and Beyond

Yes, you can be happier at work! This course will expose you to a new model for well-being; a model grounded on years of research in the field of positive psychology and built upon five proven pillars to help you create a happier and more fulfilling work life. The tools and techniques are useful, they have been proven in cognitive experiments, and reinforced through hundreds of successful and practical applications in public and private organizations.

Resilience: Building and Modeling Resilience in the Workplace

Many of us in fast-paced and ever changing organizations are struggling to cope with the increasing demands of the workplace. This course offers an understanding of the elements of the growing body of scientific work to understand resilience. It provides practical tools to enable the participant to be personally and professionally resilient in the face of organizational challenges, and to serve as a model for peers and those supervised or led.

Overcome Information Overload to Focus and Thrive in Today's Workplace

This course leverages the science of rapt attention to provide methods and tools for overcoming cognitive overload. It provides a means to recover the many abilities we need to flourish in the workplace. We are distracted, overloaded, and it is having an adverse effect on our productivity and even our happiness. We are bombarded by information from texts, emails, social media, and print messages from screens that multiply daily. Cognitive experts have documented how information overload has impacted our ability to concentrate, make sound decisions, and be balanced and well-adjusted in our lives in and out of the workplace.

Influence, Persuade, Nudge: The Science of Getting People to Take Action

This innovative and interactive workshop offers a new way to positively influence employees and clients to do what is best for them. Public and private organizations employ nudging techniques to increase the application of training, boost participation in change efforts, reduce negative behaviors, and influence actions that directly affect enterprise-level metrics. Nudging is inexpensive, scalable, and based upon proven science and field-tested workplace trials. The tools and techniques of nudging can be used by employees at any level in the organization to achieve positive and long lasting results.

The New Science of Making Better Decisions

The course provides a model and the tools for the modern decision maker. Course participants will learn to recognize cognitive bias, see its role in poor decision making, and practice numerous ways to overcome it during the problem solving process. Modern organizations understand that good decision making is vital to achieving superior results, promoting continuous improvement, and dealing with a host of other significant workplace issues. This innovative workshop uses the latest findings from the behavioral and management sciences to illustrate how mental shortcuts can influence decisions and provides a clear path and means to overcoming their negative effects.

The Transformational Power of Questions

This workshop provides methods and tools for asking powerful questions. Questions can be used to diagnose problems, build better workplace relationships, diffuse difficult situations, and bring out the best in others by allowing them to maintain their autonomy. Questions are an underutilized superpower of the modern workplace. Whether you are an executive or manager who wishes to maximize your influence, a supervisor who wants to motivate others, or a team member who needs to influence without formal authority, there is great power in crafting the proper question, listening with intention, and creating an empowering response.

The Science and Art of Motivating Ourselves and Others

In this one-day workshop you will find out how to use these new tools and techniques to motivate others and yourself, and contribute to a sustainable rise of morale at your agency or organization. Many of the motivational tools and techniques used by organizations are outmoded, patronizing, and can even drive down morale. A recent Gallop Poll suggests that more than 50% of employees are not engaged at work and nearly 20% are actively disengaged. But motivation is no longer a mystery. There are four decades of research and solid empirical evidence about how to build and maintain an environment where people are free to unleash the full power of their internal motivation.

See all these courses at CALHR www.CALHR.ca.gov/Training or
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