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For immediate release

Contact: Marsha Thiessen at 419-559-2255

Terra's Kern Center Offering Success in the Workplace Courses

The Kern Center for Community and Industrial Development at Terra Community College offers a variety of non-credit courses and seminars for individuals and businesses.

The following is the Success in the Workplace schedule for fall semester. Note: Most classes will be at Terra, some are online and two are at the Ottawa County Community Resource Centre (OCCRC).

- **Identifying Your Work Style** – Completion and interpretation of the DiSC Classic helps the participant discover his/her individual style. Instructor: Christine Schneider-Smith, CASS Enterprises. 8 a.m. to 12:30 p.m. Oct. 9. Cost: \$79.
- **Managing and Reducing Stress** – The methods presented and practiced in this workshop will reduce, eliminate or better prepare the attendees to deal with change and the stress it creates. Instructor: Christine Schneider-Smith, CASS Enterprises. 8:30 to 11:30 a.m. Nov. 6. Cost: \$49.
- **Problem Solvers-What Every Company Needs** – Learn one of the most sought-after skills in today's workplace. A great resume enhancer. Instructor: Christine Schneider-Smith, CASS Enterprises. 8:30 to 11:30 a.m. Nov. 20. Cost: \$59.
- **Twelve Steps to a Successful Job Search (Online)** – This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want. Each class is 12 sessions and a new class begins Sept. 16, Oct. 21 and Nov. 11. Register at www.Ed2go.com/kern. Cost: \$75.
- **Making Age an Asset in Your Job Search (Online)** – This course, based on research and programs developed by AARP, is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired. Each class is 12 sessions and a new class begins Sept. 16, Oct. 21 and Nov. 11. Register at www.Ed2go.com/kern. Cost: \$35.
- **PHR/SPHR Certification Exam Preparation Course** – The course materials assist you in preparing for the PHR or SPHR certification exams administered by the Human Resource Certification Institute. Instructor: Gregg Gerber, SPHR. 6 to 9 p.m. for 11

sessions beginning Sept. 28.

Cost: \$849.

- **Performance Coaching** – Learn the characteristics of effective coaches. Instructor: Christine Schneider-Smith, CASS Enterprises. 8:30 a.m. to noon Oct. 23. Cost: \$89.
- **Basic Grant Writing** – This course will explain the basics of grant writing. Instructor: Gaye Winterfield. 9 to 11:30 a.m. Oct. 2 and 9 at the OCCRC or 6:30 to 9 p.m. Nov. 9 and 16 at Terra. Cost: \$59.
- **Advanced Grant Writing** – This class takes you to the next step of the grant writing process. Instructor: Gaye Winterfield. 9 to 11:30 a.m. Oct. 16 and 23 at OCCRC or 6:30 to 9 p.m. Nov. 23 and 30 at Terra. Cost: \$59.
- **Or take both grant writing courses for only \$94.**
- **Achieving Personal and Professional Excellence** – If you are currently in a life transition and ready for a new beginning or are ready to make a positive change, then this life-transforming workshop is for you. To set up your one-on-one session, call 419-559-2255. Cost: \$35.

To register or for more information, call Marsha at 419-559-2255.