



## Building Better "Workplace Skills" Program Rockie Blunt 4 part series

**Session 1- December 4, 2024, Session 2- December 12, 2024,  
Session 3- December 19, 2024, Session 4- January 9, 2025**

Registration for session one automatically registers you for all four sessions

[Register here for entire series](#)

All sessions are in zoom format : 1:00 p.m. – 2:30 p.m.

**Limited to ONE participant per municipality. Must remain on camera and attend all 4 sessions to receive credit.**

This program, designed as a follow-up to MIIA's "Supervisory Skills" series contains three modules: "Developing Yourself," "Developing Others," and "Developing Your Department or Organization. This series "Developing Yourself", is the first module. The guiding principle behind this program is that anyone in any organization, regardless of their present position, can perform their duties with a leadership mindset. The specific topics in this program will help you develop that mindset.

This is a 4- part virtual training series. MIIA Rewards credit will only be awarded for participation in the entire series.

Registration for session one will automatically register you for all 4 sessions. These sessions are very interactive so in order to receive a training certificate, all participants must remain on camera



**Rockie Blunt, EdD**, president of **Blunt Consulting Group**, has built a reputation as a dynamic presenter and skillful facilitator. The cornerstone of his approach is establishing a comfortable, supportive atmosphere in which his clients develop self-confidence and enhance their capacity to learn. Rockie's approach is summed up this way: "I don't teach people. I help them learn."

He has a bachelor's degree from Yale University, a master's from Clark University, and a doctorate in Human Resource Education from Boston University.

### **Session One: Building Your Emotional Intelligence**

- The components of emotional intelligence
- Increasing emotional intelligence
- Handling stress

### **Session Two: Managing Your Time & Getting Organized Enhancing Your Professionalism**

#### **Managing your time and getting organized**

- Prioritizing tasks
- Controlling interruptions

#### **Enhancing your professionalism**

- Avoiding office politics
- Producing quality work
- Continually update your skills and knowledge

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### **Session Three: Communicating With Different Personalities**

- Identifying your style
- Adjusting to other people's styles

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### **Session Four: Building Positive Workplace Habits Exercising Power and Influence**

#### **Building positive workplace habits**

- Breaking old habits
- Reinforcing new habits

#### **Exercising power and influence**

- Types of power
- Earning people's trust
- Being persuasive

