

# Fall 2018



## CLASS LOCATION

**Santa Clarita Plaza**  
26111 Bouquet Cyn. Rd.  
Santa Clarita, CA 91350  
661-254-0070

**Canyon Country  
Campus**  
17200 Sierra Hwy.  
Santa Clairta, CA 91351  
661-362-3800

# CAREER SKILLS

## Management Tool Box Certificate

### SCHEDULE OF CLASSES

#### **SUCCESSFULLY MANAGING AND DEVELOPING PEOPLE - NC.CSKL 007**

Learn and apply the communication, delegation and motivational skills needed to be an effective manager or supervisor.

##### **Section# 39106**

Dates: 11/26/18 – 12/01/18 • Online

##### **Section# 39689**

Dates: 11/26/18 – 12/08/18 • Online

##### **Section# 39114**

Dates: 12/03/18 – 12/04/18

Days: Monday and Tuesday • Time: 1:00 pm – 5:00 pm

Santa Clarita Plaza, Room G6 • **Free parking**

##### **Section# 39125**

Dates: 11/27/18 – 11/29/18

Nights: Tuesday and Wednesday • Time: 5:45 pm – 8:30 pm

Thursday • 5:45 pm – 8:15 pm

Canyon Country Campus, Room 308 • **Free parking after 2:30 pm**

#### **WORKPLACE COMMUNICATION STRATEGIES - NC.CSKL 008**

Assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context.

##### **Section# 39690**

Dates: 11/26/18 – 12/08/18 • Online

##### **Section# 39107**

Dates: 12/03/18 – 12/08/18 • Online

##### **Section# 39115**

Dates: 12/05/18 – 12/06/18

Days: Wednesday and Thursday • Time: 1:00 pm – 5:00 pm

Santa Clarita Plaza, Room G6 • **Free parking**

##### **Section# 39126**

Dates: 12/04/18 – 12/06/18

Nights: Tuesday and Wednesday • Time: 5:45 pm – 8:30 pm

Thursday • 5:45 pm – 8:15 pm



Please register at College of the Canyons • Continuing Education/Noncredit Office  
Canyons Hall 167 • 26455 Rockwell Canyon Road • Santa Clarita, CA 91355 • 661-362-3304