

FOR IMMEDIATE RELEASE



Contact:

Mary Vermillion, Public Information Officer
pio@whatcom.ctc.edu, (360) 383-3310

LEARN EFFECTIVE MANAGEMENT SKILLS

*New WCC Community & Continuing Education Series
Focuses on Key Management Principles and Behaviors*

Bellingham, WA, Oct. 9, 2013 —“Leadership Series: The Effective Manager,” a new Continuing Education series at Whatcom Community College, will teach participants how to identify and practice important management principles and skills. The series will focus on key management principles and behaviors that provide the greatest breakthrough for effective management, productivity and leadership impact. Participants may sign up for single classes; registration is discounted if students take all three classes in the series.

Discover your core personality type in the Oct. 17 **Maximize Your Management Style & Strengths**, and learn how to get the most out of your personal management style. Course will explore the principles and habits for maximizing strengths as well as managing non-strengths in this revealing and valuable workshop.

Effectively managing your time, actions and priorities is key to being an effective and productive manager. In the Oct. 31 **Develop Your Time Management Skills** class, students will learn techniques to prioritize tasks, manage time, delegate tasks and projects while empowering teamwork, as well as explore project management principles. The Nov. 14 **Growing as a Manager—Developing Your Leadership Skills** class will explore key practices for evaluating and changing one’s own personal performance as well as the performance of supervised team members.

The cost is \$55 per workshop or \$149 for the three-class series. All classes are held on the WCC campus in Foundation Building, 201C from 8:30-11:30 a.m. To register, call (360) 383-3200 or enroll online: www.whatcom.ctc.edu/continuinged. Instructor Mark Warren, M.Ed. has trained and coached leaders at Microsoft, Hewlett-Packard, Expedia, U.S. Customs, La-Z-Boy, Georgia Pacific and numerous Whatcom County businesses.

Whatcom Community College is an accredited, comprehensive two-year college with an accomplished faculty and staff who serve more than 11,000 students annually. On its campus in Bellingham, WA, and through on-line courses, Whatcom offers transfer degrees, professional and technical training programs, as well as basic education, job skills, and Continuing and Community Education classes. For more information, visit www.whatcom.ctc.edu.

###