



Connecticut State  
Colleges & Universities

## CEUI/TECHNICAL COURSES

FOR NP-2 BARGAINING UNIT MEMBERS

Spring 2021

Agency Registration Deadline: 2/26 /21

Staff Development Courses  
Offered by  
The Connecticut State Colleges and Universities System  
In partnership with  
Connecticut Employees Union Independent



<http://bor.ct.edu/inservice/>

## WELCOME!

The Connecticut Employees Union Independent (CEUI) and Connecticut State Colleges and Universities System are partners in providing a variety of training opportunities to CEUI NP-2 union members. This catalog includes courses that will help staff enhance their skills. NP-2 employees at all levels are encouraged to participate and take advantage of these course offerings.

We look forward to serving you!

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Registration Deadline ..... 2/26/21

Notification to employees of seat reservations and provide maps  
& directions to each college beginning ..... 3/8/21

Classes begin ..... 3/22/21

## General Registration & Program Information

### Eligibility

- In-Service courses are open to all NP-2 employees regardless of classification or job title. Individual agencies may elect to limit registrations in a way that best suits their organization.

### Prerequisites

- Prerequisites (if any) are included in course descriptions. For computer courses especially, these are very important!

### Certificate Requirements

- To earn a certificate of completion, 100% participation is required for classes that meet for one day. 80% participation is required for more lengthy courses, if extenuating circumstances exist (illness, emergencies, etc.). Each college may set more stringent (100%) attendance requirements for multi-session programs when necessary.
- Certificates will be issued at the end of each course. Employees who leave at any point before the instructor ends the program will not be given a certificate.
- CEUs are granted for most In-Service courses and are included on the certificate of completion.

### Course Cancellations and Postponements

- The union reserve the right to cancel any course with insufficient enrollment, during the initial registration period. Course status will be communicated to Training Approval Officers at the conclusion of the registration period.
- **Inclement weather postponements:** Students should check the college website and listen to radio and TV stations for individual college closings. When in doubt students should call the college in question. Telephone numbers and detailed cancellation information are listed on each college map in the directions/map section located on the website.
- When courses must be postponed due to inclement weather or unexpected instructor illness, Training Approval Officers will be notified by the college offering the course as soon as the college is aware of the situation. *NOTE: College representatives do not have contact information prior to class and cannot contact students individually.*

**Please refer to the following links for additional program information.**

In-Service Training website: <https://bor.ct.edu/in-service/>

Maps and Directions: <https://bor.ct.edu/in-service/docs/Maps and Directions.docx>

- Instructor names and biographies are published on the In-Service Training website. We reserve the right to make instructor substitutions when necessary without notification.

## College Locations

<b>Abbreviation</b>	<b>College</b>	<b>Location</b>
AS	Asnuntuck	170 Elm Street, Enfield, CT 06082
CA	Capital	950 Main Street Hartford, CT
GW	Gateway	20 Church Street New Haven, CT 06510  <u>Offsite Training:</u> ENTECH 10 Alcap Ridge, Cromwell, CT
MA	Manchester	Great Path, P.O. Box 1046 Manchester, CT 06040
NVCC	Waterbury	750 Chase Parkway Waterbury, CT 06708
TXCC	Bristol	430 North Main Street Bristol, CT 06010

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## Essential Business Skills

### **Balancing Time, Priorities and Productivity**

In today's 24/7 world, we find ourselves constantly running and trying to accomplish more in less time. This workshop will help you develop skills to increase both personal and workplace efficiency and productivity. Learn tips to set goals and priorities, minimize stress, and discover strategies to stay focused. Also covered are personal time management, goal setting, and prioritization tools. This course will help you save time and foster an environment that encourages working smarter. Other key topics include: concepts of productivity; how to better manage reactivity and interruptions; time management formula; effective e-mail management; prioritization of tasks; the importance of daily planning; and how to design a personalized action plan for increased efficiency and organization. Instructor provides handouts.

Required text: None

Prerequisite: None

CEUs: 0.6

<b>Course # , Date(s) Time</b>
MA55431, 04/09, 8:30 AM to 3:30 PM
<b>College, Campus &amp; Room:</b>
MA, Learning Resource Center, B144
<b>Instructor:</b> V. Allison Reed
<b>Fee:</b> 0
<b>Notes:</b>

### **CPR, AED and Basic First Aid Care**

This American Safety & Health Institute (ASHI) training program helps develop the knowledge, skills and confidence to respond to a variety of medical emergencies. Designed for individuals who are highly visible on the grounds of state facilities, with potential exposure to emergencies in the workplace necessitating immediate action. This training is not for licensed healthcare providers or professional rescuers. Topics include delivering CPR, defibrillation and first aid care in a safe and timely manner, preventing injuries and illnesses, responding to urgent choking situations, recognizing cardiac arrest, activating emergency medical services and responding appropriately until additional assistance arrives. This CPR, AED and Basic First Aid Care certification course is a valuable resource for both the community and in a workplace setting. Participants receive a 2-year certification with successful completion of the training. Materials and certification cost included in course fee.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
MA55455, 04/16, 8:30 AM to 3:30 PM
<b>College, Campus &amp; Room:</b>
MA, Student Services Center, L240
<b>Instructor:</b> Richard Siena
<b>Fee:</b> 0
<b>Notes:</b>

### **Heartsaver: First Aid CPR AED**

This course is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
CA55351, 06/04, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
CA, Capital, Room 303
<b>Instructor:</b> Bice Carrabbia
<b>Fee:</b> 0
<b>Notes:</b> Course is offered in person. Free parking at Morgan Street Garage, 155 Morgan St. Bring ticket to classroom to validate.

### **Professional & Self-Care Strategies During Stressful Times - NEW**

We are currently experiencing an increasing demand on our time, resources, and energy. Therefore, the strategies that have worked in the past might be less effective in the midst of today's on-going demand. Positively managing stress can make a tremendous difference in our lives. Explore how stressors inhibit our productivity and affect our overall well-being. In this online interactive workshop, we will: identify common stressors and how to manage our reactions to these triggers; discuss how stress affects us physically and emotionally; explore positive coping strategies and better time management skills; and utilize new tools for designing your own personal stress-management plan.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
MA55404, 05/07, 8:30 AM to 3:30 PM
<b>College, Campus &amp; Room:</b>
MA, Learning Resource Center, B144
<b>Instructor:</b> V. Allison Reed
<b>Fee:</b> 0
<b>Notes:</b>

## Developing Leadership Skills

### **Effective Leadership Skills for Women**

This session is designed to help women assess their current leadership skills and improve those that they see as needing the most improvement. It stresses confidence, power and the natural skills that women bring to leadership. The session also helps women become more successful dealing with conflicts, interactions that make them feel powerless and with difficult people. Techniques for ways to manage conflicting priorities are also discussed. Learning Objective: At the end of this session participants will be able to: Gain respect through the effective use of power; become authoritative, self-possessed and in control; become more assertive in your use of decision-making and problem solving; discuss the benefits and skills that women bring to leadership; practice effective techniques for dealing with difficult people and conflicts; become better at managing conflicting priorities; use practice activities to make yourself more powerful. Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
TX55398, 06/07, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
TX, TXCC, Tunxis@Bristol, CR 1
<b>Instructor:</b> Amy Blackwood
<b>Fee:</b> 0
<b>Notes:</b> Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700



## **ONLINE: Managing Employees and Building Teams**

Employee morale has a way of making or breaking a team. Have you ever worked with that one unhappy employee who consistently brings down the department? Productivity and engagement levels soar when employees feel heard, valued, and respected. When employees are disgruntled, inappropriate, or disruptive, the results of those behaviors are detrimental to a team's ability to remain cohesive and effective. When expected professionalism in the workplace is absent, the consequences to the organization and its employees unlocks the potential for legal implications. This two-half day course will examine the most common types of problem employee behaviors, review best practices in organizational policies and confidentiality, identify risks if the behavior is not corrected and offer strategies for constructively managing the difficult or disruptive employee. The second day of the class will focus on establishing trust in a safe, co-working environment. Techniques on managing by example, encouraging appropriate internal and external dialogue, creating workgroups to complement each other's strengths, coaching teams through conflict, and establishing cultural and diverse sensitivity will be studied.

Required text: None

Prerequisite: None CEUs: 0.8

<b>Course # , Date(s) Time</b>
GW55354, 03/25, 9:00 AM to 1:00 PM   03/26, 9:00 AM to 1:00 PM
<b>College, Campus &amp; Room:</b>
GW, GCC - ONLINE
<b>Instructor:</b> Reeshemah Norfleet
<b>Fee:</b> 0
<b>Notes:</b> Class will be held via WEBEX, online, for two consecutive days: 3/25 & 3/26/2021 (Participant will need to complete a GCC Registration form prior to class)

## **Transitioning from Peer to Supervisor**

Making the change from peer to supervisor can be challenging. Learn how to overcome the fear of losing friendships and the temptation of performing old work responsibilities. Techniques for dealing with change, avoiding favoritism, building trust, credibility, and clear boundaries, and maintaining confidentiality will be covered.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
CA55352, 06/09, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
CA, Capital, Room 307
<b>Instructor:</b> Christopher Service, Sr.
<b>Fee:</b> 0
<b>Notes:</b> Course is offered in person. Free parking at Morgan Street Garage, 155 Morgan St. Bring ticket to classroom to validate.

## Technology Advancement

### **ONLINE - Excel: Introduction**

Basic skills are taught in this introductory course using the new ribbon interface system for selecting tools. Learn the difference between a workbook, and spreadsheet; how to enter data, select cells; modify row, columns, and cells; format cells and create simple formulas and charts. Software required. Contact [ca-learnmore@capitalcc.edu](mailto:ca-learnmore@capitalcc.edu) to get software access before the course. Course will be offered remotely via the videoconference tool WebEx. Students will receive a link to access the course before the class.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
CA55350, 05/25, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
CA, Capital, ONLINE
<b>Instructor:</b> Michael Montgomery
<b>Fee:</b> 0
<b>Notes:</b> Software required. Contact <a href="mailto:ca-learnmore@capitalcc.edu">ca-learnmore@capitalcc.edu</a> to get software access before the course. Course will be offered remotely via the videoconference tool WebEx. Students will receive a link to access the course before the class.

### **ONLINE - Word: Introduction**

Basic skills are taught in this introductory course using the new ribbon interface system for selecting tools. Learn how to create and open documents; save files in different formats and how to share files; type and edit text; cut, copy and paste; print and text formatting. Software required. Contact [ca-learnmore@capitalcc.edu](mailto:ca-learnmore@capitalcc.edu) to get software access before the course. Course will be offered remotely via the videoconference tool WebEx. Students will receive a link to access the course before the class.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
CA55353, 04/09, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
CA, Capital, ONLINE
<b>Instructor:</b> Michael Montgomery
<b>Fee:</b> 0
<b>Notes:</b> Software required. Contact <a href="mailto:ca-learnmore@capitalcc.edu">ca-learnmore@capitalcc.edu</a> to get software access before the course. Course will be offered remotely via the videoconference tool WebEx. Students will receive a link to access the course before the class.

## Trade Skills

### Combustion Air & Indoor Air Quality & Psychrometrics

Combustion air is a continuous supply of air to combustion appliances to be used in the combustion of fuels and the process of venting combustion gases. Did you know that inadequate combustion air can lead to dangerous problems? Learn about the fundamental concepts of indoor air quality. Indoor air is filled with particulates, gases and germs that can cause illness and aggravate asthma and other respiratory problems. Learn how ventilation, filtration, purification and humidity control plays a critical role in indoor air quality.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW55358, 05/07, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW, GCC, Room S211
<b>Instructor:</b> Bill McDermott
<b>Fee:</b> 0
<b>Notes:</b> * Will transition to remote learning if necessary. Free parking in Temple Garage (180 Crown Street, New Haven, 06510). Bring your ticket to security for validation. (Participant will need to complete a GCC Registration form prior to class).

### HVAC Commercial Refrigeration

This course provides the student with an understanding of refrigerants and refrigerant oils. The student will learn the basic refrigeration components and the refrigeration cycle. System evacuation, recovery, recycling, and reclaiming procedures will be covered as well as procedures of charging and the use of calibrating instruments. This course provides the student with an understanding of the application of commercial refrigeration systems. The student will learn about evaporators, compressors, expansion devices and controls.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW55355, 03/26, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW, GCC, Room S211
<b>Instructor:</b> Bill McDermott
<b>Fee:</b> 0
<b>Notes:</b> *Will transition to remote learning if necessary. Free parking in Temple Garage (180 Crown Street, New Haven, 06510). Bring your ticket to security for validation.(Participant will need to complete a GCC Registration form prior to class).

## HVAC Maintenance and Repair

Every commercial building in the country has either a gas or an oil heating system. This class will cover basics on installation, maintenance, service and repair of gas and oil burners and AC systems seen in commercial buildings. We will cover inspections and maintenance of HVAC systems along with running diagnostic test to identify the source of any issues. Along with installation of HVAC systems according to design specifications and how to connect systems to water lines fuel lines and air ducts. This class will also introduce basic electricity and soldering and braising principals.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW55356, 04/02, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW, GCC, Room S211
<b>Instructor:</b> Bill McDermott
<b>Fee:</b> 0
<b>Notes:</b> * Will transition to remote learning if necessary. Free parking in Temple Garage (180 Crown Street, New Haven, 06510). Bring your ticket to security for validation.(Participant will need to complete a GCC Registration form prior to class).

## HVAC Steam & Hydronics

This course provides the student with an understanding of installation, trouble shooting and maintenance of a hydronic heating system. The student will learn the essentials of near boiler piping with control and zoning with circulators and zone valves. This class will cover gas (natural gas and LP) and oil applications as they pertain to steam and hydronics. This class is a prerequisite to the Essential Gas Field Training Skills class.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW55357, 04/23, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW, GCC, Room S211
<b>Instructor:</b> Bill McDermott
<b>Fee:</b> 0
<b>Notes:</b> * Will transition to remote learning if necessary. Free parking in Temple Garage (180 Crown Street, New Haven, CT 06510). Bring your ticket to security for validation(Participant will need to complete a GCC Registration form prior to class)..

## Low Voltage Electricity (Held at Off-Site Location: Entech in Cromwell)

Low voltage systems are comprised of electrical equipment that uses 50 volts of electricity or less. Common low voltages include 48 volts, 24 volts, and 12 volts. Residential examples of low voltage systems include doorbells, garage door openers, home security sensors, thermostats, and landscape lighting. Focus on electrical safety, general theory and electrical principles.

Required text: None

Prerequisite: None CEUs: 0.6

<b>Course # , Date(s) Time</b>
GW55359, 05/28, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
GW, GCC (Class at ENTECH), ENTECH LAB
<b>Instructor:</b> Bill McDermott
<b>Fee:</b> 0
<b>Notes:</b> PLEASE NOTE: Class is held at ENTECH in Cromwell: <b>10 Alcap Ridge, Cromwell, CT.</b> (Participant will need to complete a GCC Registration form prior to class).

## Welding Processes I

This course is designed for the beginner and provides an introduction to three processes widely used in the welding field: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW). You will learn the basics of welding safety, cutting, equipment and materials used in these processes in our state of the art welding lab. The cost of the course includes all personal safety gear and practice materials. Be sure to wear leather shoes and cotton clothing. Attendance at all three sessions is required for certificate of completion.

Required text: none

Prerequisite: none CEUs: 1.8

<b>Course # , Date(s) Time</b>
NV55384, 04/12, 9:00 AM to 4:00 PM   04/13, 9:00 AM to 4:00 PM   04/14, 9:00 AM to 4:00 PM
<b>College, Campus &amp; Room:</b>
NV, Naugatuck Valley Waterbury Room T403
<b>Instructor:</b> Joseph Demeter
<b>Fee:</b> 0
<b>Notes:</b> Attendance all three days of training is required to receive a completion certificate. If a participant misses the first day, he or she attend will not be permitted to attend Day 2 or Day 3. If participant has own protective gear, please bring to the class. Participants must wear cotton pants, leather boots and face masks are required on campus in all buildings at all times. Come into the East Entrance of the campus and park in the lot adjacent to Technology Hall. Students enter the building on the 5th floor, take a left into the foyer area, and come to the elevator bank on the back of the end wall to the left. Take the elevator down to the Welding lab on the 4th floor Room 403. Restaurants available within short driving distance on Chase Parkway in either direction from the campus. No parking tag is required. Class begins at 9:00 am SHARP!

