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Heart of South Jersey

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Center for People in Transition

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HSJ Collaborators

People for People Foundation is the lead agency for the Heart of South Jersey collaboration.

Center for Family Services
Center for People in Transition
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LIFE SKILLS INSTITUTE 2017-2018

Presented by:

Heart of South Jersey

and

Center for People in Transition

At Rowan College at Gloucester County



About the Heart of South Jersey

Heart of South Jersey is a unique resource system that can assist your family on the path to success. We provide families personal coordination, connection, and follow-up to the specific needs they face in regard to information about help services in southern New Jersey.

Heart of South Jersey provides personal contact with easy access through email, chat line, phone, or text message. Our resource directory can direct you to providers and agencies available to assist you in achieving your family goals.



Upcoming workshops are offered by the Center for People in Transition (PIT). PIT was established at Rowan College at Gloucester County (formerly known as Gloucester County College) in 1981 to assist women returning to school. Since that time, the Center has expanded its mission and has become a semi-independent social service agency dedicated to assisting displaced homemakers to become self-sufficient.

Workshops Sponsored by **Heart of South Jersey and People in Transition**

How to Be a Savvy Shopper

This workshop will provide you with strategies to save money on your weekly grocery bill, as well as your other shopping trips. It will teach you how to pair printed and digital coupons with store sale ads, as well as how to use apps to get extra deals at the store you already shop at. It will explore techniques for organizing your coupons and lists to save time and money for you and your family.

Ashlea Wesztergom

Monday, May 7, 2018, 6-9 pm

Skills for the Office Professional

Office professionals are at times professional jugglers handling details and challenging situations simultaneously. These multi-taskers keep things balanced while supporting the efforts of many different levels of management, staff and customers. Positive interactions with others, goal setting, and organizational and time management skills will enhance job performance and satisfaction. Come join us to learn how to best use your abilities, how to be a professional presence on the job, and how to become the “go to” individual at your place of employment.

Loretta Anthony, Executive Assistant to VP of Student Services, RCGC

Monday, May 21, 2018, 6-9 pm

Tips for Helping Children, Teens and Young Adults with ADD, ADHD, and Autism

Parents and caretakers are often faced with challenges when raising children with ADD, ADHD, and/or Autism. Come out to this workshop to learn some tips to help them learn, focus, behave and adapt in academic, social and home settings. If time permits, some advocacy tips will also be discussed.

Jessica Jolly, Associate Professor, Psychology

Wednesday, June 6, 2018, 6-9 pm

Registration is MANDATORY

To register for any of these workshops, please contact

Center for People In Transition

Email: peopleintransition@rcgc.edu

Phone: 856-415-2222

Workshop	Date(s)	Time
Safety Awareness and Self-Defense	Thurs., Jul. 6	6:00 — 9:00pm
Resume Writing	Mon., Jul. 17	6:00 — 8:00pm
Internet Safety	Thurs., Aug. 24	6:00 — 9:00pm
Effective Parenting and Positive Discipline	Wed., Sept. 27	6:00 — 9:00pm
Get Started with Google and Gmail	Mon., Oct. 9	6:00 — 9:00pm
How to Use Google and Gmail More Effectively	Mon., Oct. 16	6:00 — 9:00pm
The Effects of Stress on the Body	Wed., Nov. 8	6:00 — 9:00pm
The 5 C Solution—Moving from Confusion to Clarity	Mon., Nov. 6 AND 13	6:00 — 8:00pm
Conflict Management	Wed., Dec. 13	6:00 — 9:00pm
Budgeting 101	Thurs., Jan. 4	6:00 — 8:00 pm
Budgeting 102: Creation of your Personal Budget!	Thurs., Jan. 11	6:00 — 8:00pm
How to Create a Budget in Excel	Thurs., Jan. 18	6:00 — 9:00pm
iPhone/iPad	Mon., Feb. 12	6:00 — 9:00pm
Android 101	Mon., Feb. 19	6:00 — 9:00pm
GET the Job, KEEP the Job	Wed., Feb. 21 AND 28	6:00 — 9:00pm
Identifying Unhealthy Relationships to Create Healthier Ones	Wed., Mar. 21	6:00 — 9:00pm
Computer File Management	Wed., Mar. 28	6:00 — 9:00pm
Advanced Computers	Fridays , Apr. 6– May 25	9:30am — 2:30pm
Simplify, Organize and Declutter Your Home	Wed., Apr. 4	6:00 — 9:00pm
Declutter Your Life: Time, Mind, and Emotional Management	Wed., Apr. 11	6:00 — 9:00pm
Power Point	Mon., Apr. 16	6:00 — 9:00pm
How to be a Savvy Shopper	Mon., May 7	6:00 — 9:00pm
Skills for Office Professional	Mon., May 21	6:00 — 9:00pm
Tips for Helping Children, Teens and Young Adults with ADD, ADHD, and Autism	Wed., Jun. 6	6:00 — 9:00pm

Safety Awareness and Self-Defense

Self-defense helps prepare you for unexpected situations and helps develop increased mental and physical health. Take the first step in self-defense by learning the importance of safety awareness. In this workshop, we will discuss risk avoidance, mental and physical preparedness, pre-assault indicators, and threat assessment, as well as the basic principles of self-defense.

Thurs., Jul. 6, 2017, 6:00—9:00pm

Officer Justin Walker, Washington Township Police Department

Resume Writing

Learn how to create the perfect resume and show prospective employers you are the ideal candidate for the job! If you have a resume, bring it with you! If you do NOT have a resume, email us at kwilso22@rcgc.edu or call 856-415-2222 for a Personal Data Form, which you will complete and email or mail back to us by Monday, July 10, 2017. We will create a draft of a resume for you and give it to you at the beginning of the workshop. Don't miss this opportunity to learn how to get your resume noticed and to increase the chances of getting that interview!

Kristen Wilson, Social Service & Career Administrator, and PIT

Mon., Jul. 17, 2017, 6 - 8 pm

Internet Safety: Protecting Yourself Online

In this workshop, you will learn useful tips for keeping yourself and your family safe while browsing the internet. Tips will include: avoiding computer viruses, evading scams, safe shopping, and the importance of passwords to protect yourself. It will also provide you with some helpful tips for monitoring your children's computer use as well.

Lauri Kuder, Microsoft Office Master

Thurs., Aug. 24, 2017, 6- 9 pm

Effective Parenting and Positive Discipline

Shift from chaos to connection in your family as you enhance your knowledge of effective parenting strategies that eliminate power struggles and exhaustive battles. This workshop will provide information about positive discipline strategies that parents can use to help their children improve their behavior at all stages of development. The goal of this series is to offer parents the skills and support they need to create harmony at home and help children build confidence through example-led guidance.

Jessica Jolly, Associate Professor, Psychology

Wed., Sept. 27, 2017, 6-9 pm

Simplify, Organize and Declutter Your Home

Have you ever felt like the walls in your house were beginning to close in because you have too much "stuff"? Have you ever held onto items just because "someone might need it"?

Why are you holding on to useless things that take up space and your time? If you don't absolutely love it, then "leaving it" is a good thing to do! Come to this workshop to learn life-changing tips about how to declutter your stuff and make your life more organized, serene and peaceful. We will also touch upon the basics of Feng Shui which can help you manage your life with prosperity, relationships, health and career.

Loretta Anthony, Executive Assistant to VP of Student Services, RCGC

Wednesday, April 4, 2018, 6-9 pm

Declutter Your Life: Time, Mind and Emotional Management

In order to successfully maintain a "clutter free" life we must first improve time management skills, change unhelpful thought patterns, and learn how to effectively communicate our feelings. In this workshop, we will examine the unhelpful thinking patterns and mental and emotional habits that cycle us into procrastination, ineffective use of our time, and poor communication — all resulting in stress and anxiety.

Jessica Jolly, Associate Professor, Psychology

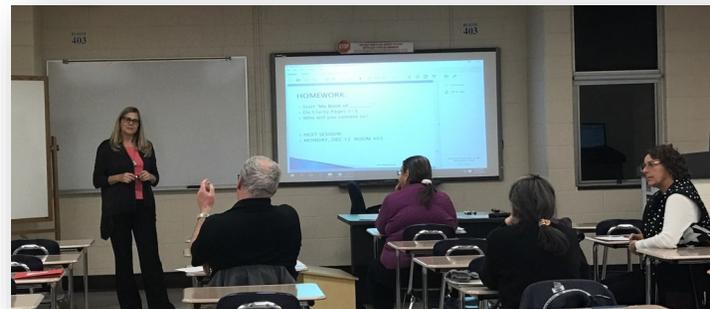
Wednesday, April 11, 2018, 6-9 pm

Power Point for Professional, Business, and Social Projects

Have you ever had to give a presentation for work, school, or a social organization? Have you ever wanted to make a Power Point for personal use, such as to create a slideshow of pictures for a family gathering? In this workshop, you will learn how to use Power Point to create lively presentations for any event, including business presentations, school projects, and community events.

Lauri Kuder, Microsoft Office Master

Monday, April 16, 2018, 6-9pm



Identifying Unhealthy Relationships to Create Healthier Ones

Would you like to develop healthier relationships? Many of us do not realize the major role that relationships play in our lives, and we sometimes have difficulty realizing if we have developed unhealthy patterns within our relationships. This workshop will help you identify unhealthy relationships and create healthier ones in your life. It will start you on the road to relationship success and help you to maintain healthy relationships by providing you with clear strategies to: make conscious choices about your relationships, understand what to expect from other people, let go of past let-downs and unhelpful thinking patterns that are hindering current relationship success, develop open communication with partners about intimate issues, and gain clarity on the healthy and unhealthy components of your relationship connections.

*Jessica Jolly, Associate Professor, Psychology
Wed., Mar. 21, 2018, 6-9 pm*

Computer File Management

File management is no longer just for paper files. It's just as important to keep the files on your computer organized and up-to-date. The goal of computer file management is to ensure that you can find what you're looking for and be able to input and rearrange files. This workshop will teach basic file management skills including saving documents, renaming and rearranging documents, and creating new folders.

*Lauri Kuder, Microsoft Office Master
Wed., Mar. 28, 2018, 6-9 pm*

Advanced Computers

Need to learn new tricks or freshen up old skills? This 40 hour workshop will transform the intermediate computer user into an advanced user in just 8 sessions! Microsoft Word, Excel, and Power Point will be covered.

*Amy Charlesworth, Case Manager Assistant, PIT
Fridays, Apr. 6- May 25, 2018, 9:30am-2:30pm*

Registration is MANDATORY

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Get Started with Google and Gmail

New to Google? No worries! We will create a free Gmail account in class! If you already have a Gmail account, and do not want to create a new one, be sure you can easily sign into your existing account with your current username and password before coming to the workshop. In this workshop, you will learn the basics of email, including how to save and attach files to and from the "cloud" (Google Drive), and much more!

*Lauri Kuder, Microsoft Office Master
Mon., Oct. 9, 2017, 6-9 pm*

How to Use Google and Gmail More Effectively

Becoming proficient in email is one of the most important skills needed today and Gmail is one of the most popular free email programs available. But there is more to a Gmail account than meets the eye! This workshop will take your skills to the next level by introducing new tips and tricks for using Google and Gmail, including: creating, managing, and sharing documents and pictures, and much more in Google.

*Lauri Kuder, Microsoft Office Master
Mon., Oct. 16, 2017, 6-9 pm*

The Effects of Stress on the Body

Some stress is actually good for a person; however, too much stress is deadly. The good news is people have total control over the impact that stress has on their bodies. This course will teach those in attendance how to effectively handle their stressors by changing the unhelpful thinking patterns that usually create overwhelming feelings. Participants will leave with effective stress management tactics and a whole new outlook on changing their thoughts to more effectively navigate through life.

*Jessica Jolly, Associate Professor, Psychology
Wed., Nov. 8, 2017, 6-9 pm*

The 5 C Solution—Moving from Confusion to Clarity in Highly Emotional Times

In today's uncertain world, life can change in an instant and throw you into physical and emotional chaos. Have you lost a job, a relationship, a loved one, a pet? Are you filled with stress and anxiety as you try to figure out what to do next? Have you ever asked, "What do I do now?" By learning and applying "The 5 C Solution", you will have an effective tool to transform chaos and confusion into clarity in your personal, financial, social and spiritual life. You will walk away with a step-by-step formula to make clear choices now and in the future. Participants must attend BOTH evenings.

*Cindy Cipriani, CGRS, Founder of Clear Path Institute
Mon., Nov. 6 AND 13, 2017, 6-8 pm*

Conflict Management Workshop

Do you have the self-awareness, solid communication skills, and motivation to resolve uncomfortable situations? Those who embrace conflict can build understanding and better relationships — and experience greater personal and professional success. But managing conflict is not easy. In this workshop, you'll discover your own emotional triggers and learn how to manage difficult encounters with diplomacy, tact, and credibility. After this workshop, participants will be able to: diagnose conflict within their personal and work relationships, find the hidden agenda that's really fueling the battle, identify anger triggers and remain poised in conflict situations, encourage collaborative problem solving and learn a variety of strategies for managing conflict.

*Jessica Jolly, Associate Professor, Psychology
Wed., Dec. 13, 2017, 6-9 pm*

Budgeting 101

This workshop will provide information on the purpose and importance of having a budget, including how to create the budget and then how to use the budget as a monthly tool to stay on track and achieve financial goals. We will talk about fixed and variable spending. We will distinguish between essential and non-essential purchases. Short-term and long-term savings needs will be explored and the use of credit in our lives will be examined. A general look at insurance to protect our income and minimize unexpected expenses will be included.

*Nancy Howard, B.S., Accounting, M.S. Human Resource Management
Thurs., Jan. 4, 2018, 6-8 pm*

Budgeting 102: Creation of your Personal Budget!

Now that you have a better understanding of the importance and use of a budget from Budgeting 101, attend this workshop that will take you to the next level and help you create your own budget. **Bring in all of the organized information you now know you need and we will help you put it into good form**, so that you will leave with a budget that reflects your own current income and expenses.

*Nancy Howard, B.S., Accounting, M.S. Human Resource Management
Thurs., Jan. 11, 2018, 6-8 pm*

How to Create a Budget in Excel

Once you've learned what to include in your budget, you can take the next step of learning how to construct your budget in Excel. By making a personal budget in Excel you can easily keep track of your yearly or monthly expenses and income. Excel also allows for the customization of your budget based on your particular needs and provides the ability to formulate quick and efficient mathematical equations for summarizing your budget.

*Lauri Kuder, Microsoft Office Master
Thurs., Jan. 18, 2018, 6-9 pm*

iPhone / iPad 101

In today's world, smart devices are essential for everyday life, for both personal and professional use. Each device is different and has a wide range of functions that can make navigating them confusing at times. In this workshop, you will learn some of the inner workings of iPhones and iPads. Some of the things covered will include: downloading apps, using email, social media, phone security, Wi-Fi, calendars, and much more. We will go step by step through the features of your Apple device so that you can better understand its many functions.

*Justin Weaver, Technical Support, RCGC
Mon., Feb. 12, 2018, 6-9 pm*

Android 101

In today's world, mobile phones are essential for everyday life, for both personal and professional use. Each mobile phone is different and has a wide range of functions that can make navigating them confusing at times. In this workshop, you will learn some of the inner workings of Android smartphones. Some of the things covered will include: downloading apps, using email, social media, phone security, Wi-Fi, calendars, and much more. We will go step by step through the features of your Android device so that you can better understand its many functions.

*Lauri Kuder, Microsoft Office Master
Mon., Feb. 19, 2018, 6-9pm*

GET the Job, KEEP the Job

In part one of this interactive workshop mini-series, you will learn how to create the perfect resume that highlights your strengths and experience. If you have a resume, bring it with you! If you do not have a resume, email us at kwilso22@rcgc.edu for a Personal Data Form to complete and send back by Monday, February 19, 2018. Discussion will also include cover and thank you letter etiquette, interviewing tips, and job search strategies! In part two of this workshop mini-series, discussion will revolve around appropriate workplace behavior. Proper attire, work ethic, timeliness and time management, and how to be a team player are all skills that must be practiced daily. Getting the job is fantastic, but knowing the keys to keeping the job is essential!

*Kristen Wilson, Social Service & Career Administrator, and PIT
Wed., Feb. 21 AND 28, 2018, 6-9 pm*

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