**Gadgets, Inc.**

**Life-Long Learning Program**

Gadgets, Inc. is committed to fostering the best possible working environment. Our company has successfully grown to more than 2,000 employees worldwide with locations in six countries. In our global society, we must all continue to grow and learn in ways that allow people to work in harmony.

**Program Objectives**

Provide a professional learning environment with skilled, knowledgeable instructors.

Foster an interactive teacher-student relationship to maximize learning.

Instill a level of confidence in each and every learner so that new skills will be implemented with ease.

**Registration**

The Gadgets, Inc. Life-Long Learning Program is free to all employees.

Each session is one hour in length.

Sessions between 11:30 a.m. and 1:30 p.m. are brown-bag sessions. Please bring your own lunch. Beverages will be provided.

Please RSVP to: gadgetsLLL@emcp.com

**Schedule**

**Session Day Time Location**

Assertiveness Monday 12:30 p.m. Veranda

 Wednesday 5:00 p.m. Board Room

Organizational Skills Wednesday 3:30 p.m. Oak Hall

 Friday 1:00 p.m. Veranda

Cultural Awareness Thursday 9:00 a.m. Oak Hall

 Friday 3:30 p.m. Board Room

**Session Descriptions**

**Assertiveness**

Learn the difference between passive, assertive, and aggressive behavior. Practice assertive responses to many types of situations. Identify situations of passive and aggressive behavior and formulate appropriate responses.

**Organizational Skills**

Learn specific techniques for organizing your work area to reflect a professional image.

**Cultural Awareness**

Develop awareness and sensitivity to other cultures. Through role-playing, you will act out situations of cultural conflict and then practice conflict resolution techniques.

**Instructors**

**Pat Merlin** Well-known for innovative teaching techniques, Pat is a leader in assertiveness training. Pat is also recognized in the field of organizational methods for the business world.

**Francis Neal** Francis has worked with hundreds of companies world-wide to help resolve cultural conflicts and teach the importance of cultural diversity within an organization.

**Session Locations**

Gadgets, Inc. is committed to providing a professional and comfortable environment for all employees. The Veranda room is a bright, airy room with floor-to-ceiling windows that look out onto the Bartholomew Anderson Memorial Japanese Gardens. Furniture with wicker trim and a variety of interior plants make the Veranda room a comfortable, inspiring area in which to work. Although it is enclosed, the temperature in the veranda can vary depending on the outside temperature and position of the sun, so be prepared for warmer or cooler temperatures.

The walls of the Gadgets, Inc. Board room are lined with a tribute to the company history. On display are artifacts and descriptions from the first gadget produced to the new prototypes of next year’s models. Arrive early to peruse the historical displays that surround this regal room, which is furnished with a solid cherry conference table and leather seating.

At Gadgets, Inc. Oak Hall is a regal auditorium-style room. All of the wood trim and wood furniture in the room is made of reclaimed oak. The plush seats each have a roomy, pull-out desk, speakers in the headrest, and various position adjustments. Each seat is also equipped with a cup holder, pen holder, and a slot for storing file folders, notepads, and other office supplies.