

CAAS

Center for Access and Accommodative Services

FREE **FALL 2019** **WORKSHOPS** **AND TRAINING** **SESSIONS**



General Kurzweil Training

Wednesday, Sept. 4, 1-2 p.m., Room M-142I

Monday, Sept. 9, 1-2 p.m., Room M-142I

Tuesday, Oct. 1, Noon-1 p.m., Room M-142I

Monday, Oct. 21, 1:30-2:30 p.m., Room M-142I

FireFly Training

Thursday, Sept. 5, 1-2 p.m., Room M-142I

Tuesday, Sept. 10, 1-2 p.m., Room M-142I

Thursday, Oct. 3, Noon-1 p.m., Room M-142I

Wednesday, Oct. 23, 1:30-2:30 p.m., Room M-142I

Effective Use of iPads, Notebooks and Laptop Computers (Technology)

Thursday, Sept. 12, 1-2 p.m., Room A-122A

Learn and see the uses of various technology that is available for student check-out.

You may be surprised at the various tools each of the devices has and how they can make study time more effective and easier to complete assignments.

Enhance Your Notetaking Skills (Academic)

Wednesday, Sept. 18, 1-2 p.m., Room A-122A

Taking concise notes in classes and at meetings is one of the keys to successfully passing classes and being successful in your career. Various techniques will be presented to assist you with developing better note-taking skills.

Making a Good Impression (Student Connections)

Tuesday, Sept. 24, 1-2 p.m., Room A-122A

Making a good impression involves being personable, appearing honest, intelligent and confident without appearing snooty. Ways of making a good impression on everyone you meet and what habits to avoid will be reviewed so you too can more easily connect with others and leave a good lasting impression with friends, coworkers and supervisors.

How to Effectively Study for Next Exam (Academic)

Thursday, Oct. 10, 1-2 p.m., Room A-122A

Reading the textbook and notes will not be enough to prepare for the next quiz or exam. Great study techniques will be presented so you can obtain better results on your next exam.

Enhancing Power Point Presentations (Technology)

Wednesday, Oct. 16, 1-2 p.m., Room A-122A

Give your power point presentations a sense of excitement and catch the attention of the audience by learning about some of the tools the program has to offer.

Developing Communication Skills for Success (Professional)

Monday, Oct. 28, 1-2 p.m., Room A-122A

Having good written and verbal communication skills is basic to your success when working with co-workers and supervisors as well as family and friends. A lack of clear communication creates confusion and poor working and personal relationships. You will learn ways of communicating better.

Is Your Attitude Showing? (Student Connections)

Wed. Nov. 13, 1-2 p.m., Room A-122A

What is attitude and can others always see it? Find out how you can have a positive attitude about classes and the workplace. Your positive attitude will impress everyone around you and strengthen your relationships.

For more information and to register, please call (708) 456-0300, Ext. 3917, send an e-mail to caas@triton.edu or visit us in Room A-125.



Triton College

It's about you.

2000 Fifth Ave., River Grove, IL 60171
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