



Cooper Academy for
Learning & Innovation

PROFESSIONAL DEVELOPMENT CLASSES

Cooper is committed to investing in your growth and development in a manner that puts you in the best position to advance your career and Cooper's Strategic Priorities. These classes are offered through CALI and are open for enrollment by any Cooper Team Member. Please check with your manager/supervisor to ensure time away from work to participate. **Class size is limited so enroll today.**

Use the class occurrence links to go directly to the enrollment page on the CLN. Or search "CALI" on the CLN search tab to see a list of all titles. Once you enroll in a class, you'll receive an invitation that includes the room location and /or a link for virtual participation. If you are enrolling in a technical skills class, be sure that you have a computer available for the session.

Leading Others (For all leaders—supervisors and above)

NEW! Leader Lab: Rounding and Recognition - Communication, Relationship Builder,

[January 25, 2024 | 8:00am - 9:00am](#)

[February 21, 2024 | 8:00am - 9:00am](#)

[March 19, 2024 | 8:00am - 9:00am](#)

Instructor: Kevin Scisorek, Supervisor Patient Relations; Sarah Olsen- Momtahn, Interim Manager Organizational Effectiveness & Learning; Alyssa Nuzzo, Engagement Specialist, & Jon Reyes, Executive Assistant Patient Experience

Being promoted into a leadership role often involves supervising others who were once peers. This workshop gives new leaders tools for proactively incorporating this new dynamic into existing relationships and becoming an effective leader. Leaders who are promoted into roles in which they supervise their peers are required to take this course.

Crucial Conversations - Communication, Relationship Builder, & Customer Focused

[January 23- 25 -19 2024 | 9:00am - 11:00am](#)

[February 22, 2024 | 9:00am - 4:30pm](#)

[March 27, 2024 | 9:0am - 4:30pm](#)

Instructor: Sarah Olsen- Momtahn, Interim Manager Organizational Effectiveness & Learning, Iris Jones - Manager Clinical Operations, Center for Healing, Paula Watson- Director, Employee Assistance Program and Craig Loundas- SR Organizational Development Consultant

This class teaches critical communication skills for creating open dialogue in high stakes, risky and emotionally charged situations. All directors, managers, and supervisors, who have not yet taken this course, are expected to complete this class. New leaders are expected to complete this course within their first year.

NOTE: Not a supervisor of others? We have a couple of other classes that can provide similar set of skills which are open to all team members- "Managing Conflict with Tact & Professionalism" and "It's All About How You Say It".

Emotional Intelligence- Communication & Relationship Builder

[February 1, 2024 | 1:00pm - 3:00pm](#)

Instructor: Sydney Davis, Rutgers University

This course will examine emotional intelligence and its role in effective leadership. Participants will outline and explore the nature of emotional intelligence, which is the ability of an individual to recognize their own and others' emotions and understand their effects on the workplace. Communication styles and additional practical tools for improving one's ability to work successfully with others will be covered.

Making the Transition from Peer to Supervisor - Relationship Builder & Communication

[February 13, 2024 | 1:30pm - 4:00pm](#)

Instructor: Sarah Olsen- Momtahn, Interim Manager Organizational Effectiveness & Learning

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NEW! Hiring the Best Talent- Hiring the Best Talent- Behavioral Interviewing 101

[January 18, 2024 | 10:00am - 11:00am](#)

Instructor: Shay Turnage, Senior Director Talent Acquisition

Being promoted into a leadership role often involves supervising others who were once peers. This workshop gives new leaders tools for proactively incorporating this new dynamic into existing relationships and becoming an effective leader. Leaders who are promoted into roles in which they supervise their peers are required to take this course.

NEW! Onboarding Best Practices

[January 16, 2024 | 3:00pm - 4:00pm](#)

Instructor: Shay Turnage, Senior Director Talent Acquisition & Sarah Olsen- Momtahan, Interim Manager Organizational Effectiveness & Learning

Whether you are onboarding a new team member for the first time, or you have been onboarding new team members for years this class is for you! Learn some new tips and tricks to onboard for retention. We will review best practices, discuss what is working and what's not, and get some practical take aways for you to start using with your new team members.

Introduction to Cooper Insights – Results Driven & Customer Focused

[January 9, 2024 | 2:00pm - 3:00pm](#)

Instructor: Anup Palvia, Director of Business Insights & Analytics & Nishanth Shailendra, Manager, Business Insights and Analytics

Just getting into Cooper Insights, or want to improve your understanding of the system? This class provides an overview of Cooper Insights, including how to access, how to browse the dashboards, and how to search for specific information or insights. You will also learn common navigation standards, tips, and tricks.

Prerequisite: This training is for those who currently have a Tableau/Cooper Insights account.

Technical Skill Development (For all team members)

NEW! What's New in iCooper- Results Driven, Customer Focused, & Change Agent

[February 13, 2024 | 10:00am - 11:00am](#)

Instructor: Heath Davies, Director IT Applications; Demetria Merceir, IT Training Manager; Debra Morales, Senior Instructional Designer & Matthew Zepp, IT Product Manager

Review application changes within the iCooper platform. This session will cover major changes within the application that impact user workflows. At the end of each session the floor will be open for a Q&A for any iCooper related questions you may have.

Microsoft 365; Getting Started with OneDrive and Teams- Results Driven, Relationship Builder & Change Agent

[January 22, 2024 | 2:00pm - 4:00pm](#)

[February 16, 2024 | 8:00am - 10:00am](#)

[March 15, 2024 | 2:00pm - 4:00pm](#)

Instructor: Laurie Steidle, Camden County Community College

Gain an understanding of the basics uses and functions of Excel. Learn how to create a worksheet and formulas, perform common calculations, and use the most typical functions of the program. You will practice formatting a worksheet, including basic conditional formatting and useful Workbook options and properties. You'll leave class set up to work with Excel for everyday project, as well be prepared for our MS Excel Level II class!

MS Excel Level I (Beginner) - Results Driven

[January 15, 2024 | 9:00am - 1:00pm](#)

[February 15, 2024 | 1:00pm - 5:00pm](#)

[March 15, 2024 | 9:00am - 1:00pm](#)

Instructor: Laurie Steidle, Camden County Community College

Gain an understanding of the basics uses and functions of Excel. Learn how to create a worksheet and formulas, perform common calculations, and use the most typical functions of the program. You will practice formatting a worksheet, including basic conditional formatting and useful Workbook options and properties. You'll leave class set up to work with Excel for everyday project, as well be prepared for our MS Excel Level II class!

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MS Excel Level II (Intermediate) - Results Driven

[January 31, 2024 | 9:00am - 1:00pm](#)

[February 21, 2024 | 9:00am - 1:00pm](#)

[March 22, 2024 | 9:00am - 1:00pm](#)

Instructor: Laurie Steidle, Camden County Community College

This class will improve your use of Excel for analysis and presentation of complex data. Make an impact with powerful chart and presentation features. Learn how to manage complex workbooks, build more complex functions, use data analysis tools (Pivot Table), and collaborate with other users.

PREREQUISITE: If you have little to no knowledge of MS Excel, complete a basic/beginner level class prior to attending Level II (Intermediate).

MS- Excel Level III (Advanced) - Results Driven

[February 26, 2024 | 9:00am - 1:00pm](#)

Instructor: Laurie Steidle, Camden County Community College

Learn advanced skills for solving real-world problems using Microsoft Excel. This advanced course will cover V-Lookup and other decision-making functions, importing and exporting data, What-if-Analysis, and much more. You will walk away a competent and confident Excel user who can take on more in-depth projects within your department.

PREREQUISITE: If you do not have basic to intermediate skills in Excel, please complete those classes (Level II) in advance. This class is best suited for team members who use Excel regularly for data analysis.

MS- Excel Advanced (Expert) - Results Driven

[February 29, 2024 | 1:00pm - 5:00pm](#)

Instructor: Laurie Steidle, Camden County Community College

In this class you will dig deeper into some of the features taught in previous Excel classes. creating tables, analyze with Power Pivots and working with advance charts.

PREREQUISITE: If you do not advanced skills in Excel, please complete those classes (Level I-III) in advance. This class is best suited for team members who use Excel regularly for data analysis.

Create an Impactful Presentation in PowerPoint - Results Driven & Communication

[March 6, 2024 | 9:00am - 1:00pm](#)

Instructor: Laurie Steidle, Camden County Community College

Learn the fundamentals of the PowerPoint environment. During this class, you will explore the basic features of PowerPoint by creating and modifying content and layouts. You will gain a basic understanding of how to utilize charts, tables, slide transitions, and more to create a slide deck or presentation.

Fostering Productivity (For All Team Members)

Optimizing Your Team- Workshop on Team Dynamics- Relationship Builder & Results Driven

[March 5, 2024 | 1:00pm - 5:00pm](#)

Instructor: Eveline Brownstein, Rutgers University

Are you ready to unlock the full potential of your team and become a valued contributing member? Join us for an interactive 4-hour workshop on Team Dynamics, designed to help you harness the power of effective collaboration and optimize the synergy within your team. In this workshop, you will gain the knowledge and tools to navigate the complexities of team dynamics, be a valued team member, and help your team achieve unprecedented levels of synergy and success.

Managing Conflict with Tact & Professionalism - Communication & Customer Focused

[March 5, 2024 | 9:00am - 11:00am](#)

Instructor: Taryn Abrahams, Rutgers University

Conflict is found, to one degree or another, wherever people work together. When recognized and handled effectively, it can lead to more productive teams and better working relationships among colleagues. Through discussion, exercises, and other activities, you will be given the opportunity to identify your conflict management style, discover tools which foster better communication, and outline steps to handle conflicts more effectively.

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Organize Your Email & Boost Your Productivity! - Results Driven & Customer Focused

[February 13, 2024 | 9:00am - 1:00pm](#)

Instructor: Tom Daddazio, Camden County Community College

Are you experiencing email overwhelm? If it feels like your email is a distraction that prevents you from getting your important work done this class can help! You will learn how to develop an effective email management system that will help stay on top of your messages and be more productive with the work that matters. Get your inbox to zero daily and keep it that way!

Yellow Belt Training- Results Driven & Change Agent

[March 5 & 12 2024 | 8:30am - 4:00pm](#)

Instructor: Mohammad Addar, Lead Op Excellence Specialist & Scott Cornish, Sr Operational Excellence Specialist

Gain an understanding of components involved in transformational change. Learn how to lead the management of all phases involved in effective change, and the change management tools to support improvement initiatives. You will walk away with an understanding of the Key elements of Lean Six Sigma (LSS) and a high-level understanding of LSS tools and methodologies.

Requirement: This training is two days and you must be present for both days in full.

Time Management Bootcamp - Results Driven

[January 25, 2024 | 1:00pm - 5:00pm](#)

Instructor: Tom Daddazio, Camden County Community College

Take control of things that can take up your time and derail workplace productivity. Learn how to better organize yourself and your workspace for peak efficiency. Gain an understanding of the most useful behaviors and techniques for setting plans and achieving goals.

Project Management Basics - Results Driven & Change Agent

[January 23, 2024 | 1:00pm - 5:00pm](#)

[February 22, 2024 | 1:00pm - 5:00pm](#)

Instructor: Tom Daddazio, Camden County Community College

What is Project Management really? Learn the benefits of properly managing projects and the phases of a project's life cycle. Walk away from this class knowing how to sell ideas, make presentations, prioritize projects, and use planning tools. You will begin conceptualizing your project, including goals and vision statements, as well as complete a Statement of Work.

Project Management Intermediate - Results Driven & Change Agent

[February 22, 2024 | 9:00am – 12:00pm](#)

[March 12, 2024 | 9:00am – 12:00pm](#)

Instructor: Tom Daddazio, Camden County Community College

Already know the basics of project management and looking get tactics to execute a large-scale project? This session will take you through the remaining three stages: planning, execution, and termination. Lots of us are expected to complete projects that are not a usual part of our job, and to get the job done well, within our budget, and on time. Learn how to take these projects to the finish line!

PREREQUISITE: This workshop is intended for those who understand the conceptual phase of a project's life cycle, including setting goals, creating a vision statement, and creating the Statement of Work, preferred you take the Project Management Basics class first.

Growing Professionally (For All Team Members)

NEW! Communicating and Presenting with Confidence - Results Driven & Relationship Builder

[March 13, 2024 | 1:00pm - 5:00pm](#)

Instructor: Tom Daddazio, Camden County College

Are you a looking to improve how you get your messages and thoughts across? In today's fast-paced world, effective communication is paramount. Whether you are presenting your ideas in an email or via slide deck, to a team, client, or a larger audience- the ability to convey your thoughts clearly and concisely can make or break your success. In this workshop, you will gain the knowledge and tools to unlock the secrets to becoming a compelling and persuasive communicator, leading to better outcomes, and even building better working relationships.

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Finding Your Professional Brand - Relationship Builder & Communication

[March 19, 2024 | 9:00am - 1:00pm](#)

Instructor: Tom Daddazio, Camden County Community College

Trying to advance your career and improve your professional presence? You will walk away able to design, package, and deliver your personal brand to make the best impression with your current and future colleagues. Learn to identify ways to communicate more effectively with peers and managers. Whether you want to improve your day-to-day work experience or advance your career this class will give you the skills and awareness to put your best foot forward. Gain a deeper understanding of the 'unspoken truth' that attitude and personal behavior are vital to long-term success.

Transferable Skills for Advancement - Results Driven & Change Agent

[February 6, 2024 | 12:00pm - 2:00pm](#)

Instructor: Antoinette Fugee, Workforce Development Consultant

Not sure what transferable skill you have or even what exactly transferable skills are as it relates to career advancement? Then this class is for you! Transferable skills can increase workplace productivity and offer an opportunity to learn about the skill sets you already possess and the value they have in today's job market.

Resume Writing - Q&A - Results Driven & Change Agent

[February 14, 2024 | 3:00pm -4:00pm](#)

Instructor: Robyn Biskup-Ruhl, Talent Acquisition Consultant

This course is ideal for updating your out-of-date resumes with new experiences and skills. This is also a good opportunity to work through changing your resume based on career objectives vs work experience. In this class you will learn how to update or upgrade your resume using strategically selected actions, key words, and more. Please come prepared to actively work on your current resume during this class.

Behavioral Interviewing Skills- Learn How to Nail Your Interview! - Results Driven & Change Agent

[February 6, 2024 | 2:30pm - 5:30pm](#)

Instructor: Antoinette Fugee, Workforce Development Consultant

As you look to advance in your career, a key component will be preparing for the interview to land your next role. Whether that interview is right around the corner or you are just starting to think about your next step, make sure you're confident in the interview when the time comes! In this class learn how to create a meaningful response to those tough Behavioral Interviewing questions. Unlike traditional interview questions, Behavioral Interview questions explore your past work experiences so hiring managers learn more about your personality, performance, technical skills, workplace skills, and strengths. Get to know the STAR Method and other tactics to assist you through your future interviews.

It's All About How You Say It- Communication & Relationship Builder

[March 27, 2024 | 1:00pm - 5:00pm](#)

Instructor: Tom Daddazio, Camden County College

Do you or does someone on your team struggle to get their messages across in the right way? Learn to identify what might be going wrong in the communication. This class will enhance your understanding of the impact disrespectful communication has on you, your work, and others you work with. You will also learn to identify your responsibility in maintaining a respectful workplace and learn techniques for creating a more respectful work environment.

Wellness at Work (For All Team Members)

NEW! Living an Integrated Life - Balancing Your Time

[February 27, 2024 | 1:00pm - 5:00pm](#)

[March 26, 2024 | 9:00am - 1:00pm](#)

Instructor: Tom Daddazio, Camden County Community College

Focus on your wellness inside and outside of work in 2024! In this class you will work through skills and tactics to help you find balance in your life through integrating your priorities- allowing you to move more seamlessly and positively through your days.

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Mindful Mondays – Drop-In Meditation Group

January 22, 2024	March 18, 2024
February 5, 2024	March 4, 2024
February 19, 2024	

Location & Time: Conference Center Room 105 from 11:00am - 11:30am

Instructor: Amiela AuBuchon, Behavioral Health Fellow

“Mindful Mondays” are a drop-in meditation group open to all

Cooper team members interested in learning how to live more presently in life- no need to register on the CLN- just show up! Mindfulness has scientific support as a means to reduce stress, improve attention, boost the immune system, reduce emotional reactivity, and promote a general sense of health and well-being. Brief meditations (approx. 5-10 minutes) are facilitated by C.A.R.E. Team members. No experience necessary to participate. Visit: <https://wellness.cooperhealth.org/mindful-mondays-at-cooper/>

HARP Violence Prevention Training

January 24, 2024 8:00am - 5:00pm	February 29, 2024 8:00am - 5:00pm
February 8, 2024 8:00am - 5:00pm	March 7, 2024 8:00am - 5:00pm
February 15, 2024 8:00am - 5:00pm	March 14, 2024 8:00am - 5:00pm
February 22, 2024 8:00am - 5:00pm	March 28, 2024 8:00am - 5:00pm

Instructor: Rafiyya Price, Violence Prevention Coordinator

To provide healthcare workers with evidence-based workplace violence training.

A light breakfast and lunch will be provided. Please wear comfortable shoes for easy physical movement.