South Carolina Association of Counties

Joseph R. Branham, President
Chester County

Michael B. Cone
Executive Director

September 4, 2013

Upcoming Webcast:
Continuing Education for County Officials and Employees

To: Board of Directors, Chief Administrative Officers,
Human Resource Directors, and Webcast Contacts

Subject: **Managing ME! Skills for Tackling Workplace Stress**
Thursday, October 24, 2013, from 9:00 A.M. – 12:00 Noon

SCAC is pleased to announce our final webcast of 2013 — *Managing ME! Skills for Tackling Workplace Stress* — on Thursday, October 24, from 9:00 A.M. to 12:00 noon as part of the continuing education program for county officials and employees. This live webcast will take place at the SCAC Offices in Columbia, and we will be able to accommodate those who want to join the studio audience in our training room. The webcast can be viewed in any training room where there is internet access through a laptop computer connected to an LCD projector.

This FREE webcast is open to ALL county officials and employees.

You **MUST** register to participate in the webcast. Specific information about viewing, setup, and handouts will only be sent to the entities that register. **The deadline for registration is Thursday, October 17**.

Join in this session to tackle some of the obstinate challenges that can cause workplace stress. Our instructor, Sheri A. Callahan will take us on an interactive journey of everyday self-empowerment through the competencies of emotional intelligence and some straightforward tools for time management. Have you ever felt overwhelmed and unproductive; how about exhausted? Would you like to feel more in charge, calm and responsive, rather than reactive? Participants will explore new tools and strategies, and develop skills to recognize and neutralize stress triggers within the workplace.

This webcast is an excellent opportunity to provide training to your county employees at no cost to you, and we encourage all counties to participate.

Managing ME! Skills for Tackling Workplace Stress
SCAC Webcast

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Join in this session to tackle some of the obstinate challenges that can cause workplace stress. Our instructor, Sheri A. Callahan will take us on an interactive journey of everyday self-empowerment through the competencies of emotional intelligence and some straightforward tools for time management. Have you ever felt overwhelmed and unproductive; how about exhausted? Would you like to feel more in charge, calm and responsive, rather than reactive? Participants will explore new tools and strategies, and develop skills to recognize and neutralize stress triggers within the workplace. During the webcast, they will be encouraged to send questions to the instructor.

Topics to be discussed include:

- Individual stress triggers that create negative outcomes;

- The top three tools to effectively cultivate productive outcomes;

- Simple strategies to improve time management; and

- Understanding and applying emotional intelligence competencies to reduce stress.

WHEN:	**Thursday, Oct. 24, 2013** **9:00 A.M. – 12:00 Noon**
WHO:	ALL county officials and employees
WHERE:	This webcast can be viewed in any training room where there is internet access through a laptop computer connected to an LCD projector.
INSTRUCTOR:	Sheri A. Callahan, Horizon Consulting Group, LLC

TO PARTICIPATE IN THIS WEBCAST, YOU SHOULD:
✓ Identify a "Coordinator" to be the official contact for the county. He/she will arrange all of the logistics (including equipment and seating) prior to the webcast and be on-site the day of the webcast.
✓ Send an interoffice memo to all affected officials and employees to inform them of the webcast and to encourage participation.
✓ Register online via **www.sccounties.org** or complete the enclosed form and fax it to the SCAC Offices.
✓ Arrive at your viewing site by 8:30 a.m. and confirm that all equipment is working properly.
✓ **RELAX** and enjoy!