

Fall 2021 Academic Skills Workshops

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| Week of September 13 | How to Set Realistic and Attainable Goals |
| Week of September 20 | Taking Control of Your Time |
| Week of September 27 | How to Communicate Effectively |
| Week of October 4 | Becoming an Intentional Learner |
| Week of October 11 | Best Note-Taking Strategies |
| Week of October 18 | Reading Dense Texts to Retain Information |
| Week of October 25 | The Study Cycle |
| Week of November 1 | Take a Pause – Self-Care |
| Week of November 8 | Learning in Groups – Making the Most of Group Work |
| Week of November 11 | Successful Test-Taking |

Session Times

Mondays

3:00 – 3:50 pm with Kate Mulhollum

Tuesdays

3:30 – 4:20 pm with Dom Vulcano

Wednesdays

12:10 – 1:00 pm with John LoSasso

6:00 – 6:50 pm with Dom Vulcano

Thursdays

4:30 – 5:20 pm with Tayya Johnson
(Thursday Nov. 4 closed for Diwali)

Fridays

12:10 – 1:00 pm with Tayya Johnson

How to Make an Appointment

You will have to be on the Pace network in order to log in.

1. **Pace Portal:** <https://tutortrac.pace.edu> Log on using your Pace credentials
Using the URL:
<http://rlib.pace.edu/login?url=https://tutortrac.pace.edu>
Once on this page please use your Pace credentials
(same login as your Pace Portal)
2. Hit **Search Availability**.
3. Select Center: **PLV Academic Skills Workshops** and section: "other", update the date range to be 9/13 – 11/19, then hit **search**.
4. Find the "**Academic Skills Workshop**" session you wish to attend, click it, fill out the information, for Reason choose "Workshop"; other information is optional but would be appreciated and hit **Save**. Your appointment has been made!

Workshop Descriptions

How to Set Realistic and Attainable Goals - I say I want to achieve, but can't seem to sustain my goals. We'll discuss the framework for writing effective, achievable goals.

Taking Control of your Time – Becoming an Effective Time Manager - Why am I always waiting until the last minute to get my work done? Procrastination is killing me! We'll take a deep dive into how to take charge of your time and use it effectively.

How to Communicate Effectively - I'm trying to tell you. Why can't you understand me? Getting your message across requires you to use the most appropriate "channel" and language. We'll examine different communication styles and situations.

Becoming an Intentional Learner - What is studying, anyway, and how can I take charge of my learning? We'll define studying and provide a path to highly effective studying.

Best Note-Taking Strategies - I take good notes (I think). Now what do I do with all these notebooks? Let's talk about how taking good notes and working with them lead to higher grades.

Reading Dense Texts to Retain Information - I bought my textbooks, but they're sitting on my shelf. How do I read all those pages and not fall asleep? Reading dense text can be challenging. We'll discuss reading strategies to help you save time and retain information.

The Study Cycle - Cycle your way to higher grades and deeper understanding. From preview to review, build a more successful approach to how you learn. Let your study reflect how your brain works and become a more efficient learner. This five step approach will help you learn new content and build your confidence.

Take a Pause – Self-Care - College is stressful in ordinary times. We are living through an extraordinary time. We'll practice de-stressing and offer ways to make self-care a part of your daily life.

Learning in Groups – Making the Most of Group Work - I hate working in a group! I end up doing all the work! We'll dissect group work from the perspectives of being part of a group, being a group organizer, or being placed in a group. We will also find ways to de-fuse the frustration when things go wrong.

Successful Test Taking - I stayed up all night studying for the test. Is there a better way? Yes, there is! We'll discuss long-term and short-term strategies to help you do better on exams.