

Hello, Spring!

Click a course title to register!

MONTH	DATE	COURSE TITLE
JANUARY	26	Hybrid Project Management (Level 1 & 2)
	27	Communicating with Diplomacy & Tact 1
	27	Moving from Peer to Supervisor
	28	Customer Service Excellence: Winning Clients and Influencing People
FEBRUARY	5	Managing Meetings
	9*	Sit Lead II®
	11	Resilience: Building Skills to Endure Hardship and Prevent Burnout
	15*	Public Speaking
	16	Personality & Effective Communication
	17	Critical Thinking Skills: Strategies for Improvement
	18	Navigating Challenging Personalities
19	Keys to Supervisory Success	
MARCH	2*	Crucial Conversations®
	9	Managing Multiple Priorities
	11*	Fundamentals of Coaching
	22*	Emotional Intelligence
	24	Hybrid Project Management (Level 1 & 2)
	25	Conflict Resolution
APRIL	6	Moving from Peer to Supervisor
	6	Communicating with Diplomacy & Tact 1
	7*	Dimensions of Management
	9	Managing from the Middle
	20	Transformational Leadership
	21*	Crucial Accountability®
	28*	Fundamentals of Coaching
MAY	11	Keys to Supervisory Success
	13	Navigating Challenging Personalities
	13	High Performing Teams
	18*	Fundamentals of Business Writing
	18	Managing Multiple Priorities
JUNE	1	Communicating with Diplomacy & Tact 2
	2*	Leader as Coach
	23*	Crucial Conversations®

*Indicates a multi-day course

Hello, Fall!

Click a course title to register!

MONTH	DATE	COURSE TITLE
JULY	8	Personality & Effective Communication
	12	Customer Service Excellence: Winning Clients and Influencing People
	20	Moving from Peer to Supervisor
	22	Communicating with Diplomacy & Tact 1
	28*	Crucial Accountability®
AUGUST	3	Navigating Challenging Personalities
	9	Keys to Supervisory Success
	10	Critical Thinking Skills: Strategies for Improvement
	10	Communicating with Diplomacy & Tact 1
	17*	Fundamentals of Coaching
	18	Conflict Resolution
SEPTEMBER	1*	Emotional Intelligence
	7	Managing from the Middle
	8	High Performing Teams
	13*	Public Speaking
	22*	Sit Lead II®
	29	Managing Multiple Priorities
OCTOBER	4	Communicating with Diplomacy & Tact 2
	13*	Crucial Conversations®
	19	Moving from Peer to Supervisor
	26	Personality & Effective Communication
NOVEMBER	2	Keys to Supervisory Success
	3*	Fundamentals of Business Writing
	4	Resilience: Building Skills to Endure Hardship and Prevent Burnout
	12	Navigating Challenging Personalities
DECEMBER	1*	Leader as Coach
	3	Conflict Resolution
	13	Transformational Leadership
	16	Managing Multiple Priorities

*Indicates a multi-day course

Technology Courses

MONTH	DATE	COURSE TITLE
JANUARY	20*	Word Level 1 - Introduction
	21*	Excel New Users
FEBRUARY	2*	PowerPoint Level 1 - Introduction
	10*	Excel Level 1 - Introduction
	18	Excel Level 2 - Pivot Tables
	18	Excel Level 2 - Charts & Graphs
MARCH	10*	Access Level 1 - Introduction
	16	Excel Level 1- Formulas & Functions Basics
	16	Excel Level 2- Formulas & Functions Intermediate
	18	Access Import Data from Excel
	31*	Access Level 2 - Intermediate
APRIL	8*	PowerPoint Level 1 - Introduction
	13*	Excel Level 2 - Intermediate
MAY	12	Access Level 1 - Query Basics
	13*	Excel Level 1 - Introduction
	19	Excel Level 1 - Formulas & Functions Basics
	19	Excel Level 2 - Formulas & Functions Intermediate
JUNE	3	Excel Level 2 - Pivot Tables
	8*	Access Level 1 - Introduction
	15	Excel Level 2- Intermediate
	17*	PowerPoint Level 2 - Intermediate

*Indicates a multi-day course

2021 TECHNOLOGY COURSES

MONTH	DATE	COURSE TITLE
JULY	8*	Excel New Users
	13*	Word Level 1 – Introduction
	22*	PowerPoint Level 1 – Introduction
	27*	Excel Level 1 – Introduction
AUGUST	5	Excel Level 2 – Pivot Tables
	5	Excel Level 2 – Charts & Graphs
	12	Excel Level 1 - Formulas & Functions Basics
	12	Excel Level 2 - Formulas & Functions Intermediate
	19*	Access Level 1 – Introduction
SEPTEMBER	1*	Excel Level 2- Intermediate
	2	Access Import Data from Excel
	2	Excel Level 2 – Pivot Tables
	21*	Excel Level 1 – Introduction
OCTOBER	5*	Word Level 2 – Intermediate
	7	Access Level 1 - Query Basics
	14*	PowerPoint Level 2 – Intermediate
	19*	Access Level 2 - Intermediate
NOVEMBER	9*	Excel Level 1 – Introduction
	11*	Access Level 1 – Introduction
	30	Excel Level 2 - Pivot Tables
	30	Excel Level 2 – Formulas & Functions Intermediate
DECEMBER	1*	Excel Level 2 – Intermediate
	14*	PowerPoint Level 2 - Intermediate

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