



CLASS SCHEDULE // FALL 2018

These classes do not earn college credit(s). Class room locations will be listed inside the lobby upon entering the McGowan Workforce Training Center on the Ridgeland Campus.

LANGUAGE SKILLS

SPANISH FOR BEGINNERS

The course is an introduction to phonetics, speaking & writing of the Spanish language.

WHEN: Thursdays Nights
September 13 - November 1 (8 wks)
TIME: 6 p.m. - 8 p.m.
COST: \$55 - includes materials

SPANISH FOR MEDICAL & EMERGENCY PERSONNEL

The course focuses on basics of Spanish language & common terms and phrases used by medical & emergency personnel while on the job.

WHEN: Wednesday Nights
September 12 - November 7 (8 wks)*
*Class will not meet on October 31.
TIME: 6 p.m. - 8 p.m.
COST: \$55 - includes materials

COMPUTER SKILLS

EXCEL 2013: BASICS

In this introductory course to Excel, participants will explore essential Excel activities and learn the many shortcuts and timesaving features in Excel. Start by learning the basics of getting started with Microsoft Office Excel 2013, performing calculations, setting up a worksheet and modifying it, then adding formulas, functions and formatting, managing a workbook and printing a workbook.

WHEN: Option #1: September 5 & 6
8:30 a.m. - 12:30 p.m.
Option #2: October 2 & 3
8:30 a.m. - 12:30 p.m.
Option #3: November 7
8:30 a.m. - 5:30 p.m.
COST: \$65 - includes materials

EXCEL 2013: ADVANCED

This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. You will automate some common Excel tasks, analyze data sets, troubleshoot errors, collaborate on worksheets with other users, audit worksheets, work with multiple workbooks, import and export data and share Excel data with other applications such as the web.

WHEN: Option #1: September 26 & 27
8:30 a.m. - 12:30 p.m.
Option #2: October 24 & 25
8:30 a.m. - 12:30 p.m.
COST: \$65 - includes materials

EXCEL 2013: INTERMEDIATE

This course is designed for students who already have foundational knowledge and skills in Excel 2013 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

WHEN: Option #1: September 12 & 13
8:30 a.m. - 12:30 p.m.
Option #2: October 10 & 11
8:30 a.m. - 12:30 p.m.
Option #3: November 28
8:30 a.m. - 5:30 p.m.
COST: \$65 - includes materials



Space is limited so sign up today! E-mail Melissa Love: mlove@holmescc.edu or call 601-605-3387
McGowan Workforce Training Center - 412 Ridgeland Ave., Ridgeland, MS, 39157



WORKFORCE DEVELOPMENT

RIDGELAND - FALL 2018

JOB SKILLS TRAINING

PROJECT MANAGEMENT FUNDAMENTALS

Understand project management techniques and how to apply them to projects of any size. This workshop is an overview of the project management process, as well as key project management tools that they can use every day. Focus is on working with project planning documents, such as needs assessments, risk management, and communication management- this will provide benefits throughout your organization.

Note: This course is basic project management and will not result in Project Management Certification or proficiency in using Microsoft Project software.

WHEN: October 8th, from 8:30 a.m. - 5 p.m.

COST: \$65



THE ACCIDENTAL PROJECT MANAGER

Are you often asked to manage a project yet you are not really a project manager? Are you not sure where to start? This course will assist you with the basics of project management beginning with visualizing the project and ending with evaluating the results. We will cover the four basic steps: visualize, plan, implement, and close while working through an "in-class" project that everyone can relate to and enjoy. Learn how to communicate with project stakeholders and the project team. Become familiar with the language of project management and how to plan for better project success. *Note: This course is basic project management and will not result in Project Management Certification or proficiency in using Microsoft Project software.*

WHEN: September 26th, from 8:30 a.m. - 5 p.m.

COST: \$65

TIME MANAGEMENT

Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis - stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization. The Time Management workshop will cover strategies to help participants learn these crucial strategies. Participants will be given a skill set that includes personal motivation, delegation skills, organization tools, and crisis management.



WHEN: November 12

8:30 a.m. - 12:30 p.m.

COST: \$65

SMALL BUSINESS STARTUP: Finances & More

Do you have the passion to start your own business? Are you running into financial and small business planning hurdles? Perhaps you have already started your own business and are trying to understand the financial documentation that can help you grow and become more future oriented. This class will help you understand the basic concepts of a small business-such as how to fill out a Personal Financial Statement, an understanding of balance sheets and profit and loss statements, account receivables, account payables, inventory, and an understanding of what banks are looking for to get started with deposit accounts and lending. When you own your own business, it is because you are good at what you do—but very often, business owners are not familiar with the basics of the finances behind the business.

WHEN: Option #1: October 10 & 17
6 p.m. - 7:30 p.m.

Option #2: November 7 & 14
6 p.m. - 7:30 p.m.

COST: \$65



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WORKFORCE DEVELOPMENT

RIDGELAND - FALL 2018

JOB SKILLS TRAINING

SOCIAL MEDIA 101: PROFESSIONAL ETIQUETTE & ONLINE MARKETING BASICS

Get tips on maintaining a positive social media presence, both personally and professionally, across several platforms such as Facebook & LinkedIn. Learn strategies on how to be productive and make a positive impact on Social Media.

WHEN: Option #1: September 12
9 a.m. - 4 p.m.
Option #2: October 17
9 a.m. - 4 p.m.
Option #3: November 28
9 a.m. - 4 p.m.

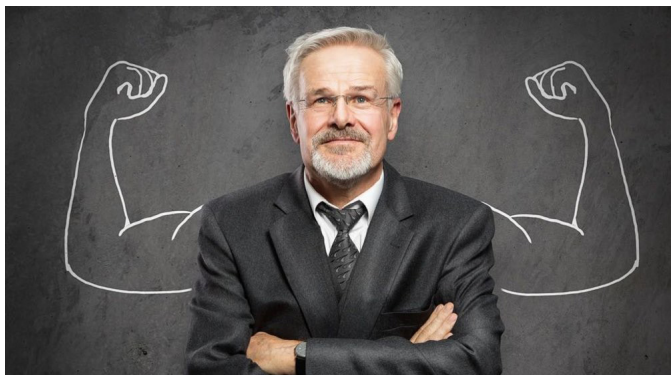
COST: \$65

DEVELOPING YOUR STRENGTHS

Learn your unique strengths to help you maximize your potential in the roles you play, and learn how to appreciate the strengths in/of others.

WHEN: Option #1: September 19
9 a.m. - 4 p.m.
Option #2: October 24
9 a.m. - 4 p.m.
Option #3: December 5
9 a.m. - 4 p.m.

COST: \$65



PRESENTING POWERFULLY

All of us have that occasion when we have to speak in front of others—at a work meeting, in a class we're attending, for a sales presentation, or any number of events outside of work. With these occasions, we may have to create visual aids such as a Power Point or a handout. We've all been to a boring, unprepared presentation and don't want to be described like that! Attend this session and become a more powerful presenter.

WHEN: November 15
8:30 a.m. - 5 p.m.

COST: \$65



THE ACCOUNTABILITY EXPERIENCE

Leadership accountability leads to organizations in which there is crystal-clear clarity about what's expected to happen, how, and when. Managers and supervisors need to encourage employee accountability at all levels, leading to increased engagement and a decrease in the gap between expectation and delivery. In this class, participants will learn to understand the benefits of an accountable environment and discover one's personal skill levels when it comes to accountability. Barriers to accountability will be explained and skills associated with declining, negotiating, and holding others accountable will be reviewed and practiced.

WHEN: November 1
8 a.m. - 12 p.m.

COST: \$99 - includes book

DECISIONS! DECISIONS!

Some people have it—that ability to make up their mind about something and never look back. Others seem to make the right decisions that positively impact their professional and personal lives. Is this just an innate ability or is it a skill? What is the background to how and why we make the decisions we make? There actually are techniques that can assist you with making better decisions that you will not regret. This session will introduce you to steps to become more decisive!

WHEN: November 2
8 a.m. - 12 p.m.

COST: \$65



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WORKFORCE DEVELOPMENT

RIDGELAND - FALL 2018

SUPERVISORY / MANAGEMENT TRAINING



THE LANGUAGE OF LEADERSHIP

Many leaders think of communication as an activity rather than a means to outcomes. Our focus should be on how we want others to think and feel and what we want them to do because of our communication. This requires connecting with others and creating understanding, support, and acceptance. This session will provide you with practical tips to enhance your communication—and your leadership.

WHEN: October 4, 8:30 a.m. - 5 p.m.

COST: \$65

THE POWERFUL COACH

Everyone is a coach. If you are a boss, a parent, or a friend, you have at some time provided another person with advice, instructions, or feedback of some sort. Some of us are better at it than others. We have all had our favorite coaches and many of us have had some that we wish we could forget. Regardless of which category they fall, these people made an impact on our lives. That is what coaches do—make a difference on the lives of others and they are essential to employees feeling engaged at their workplaces. As with everything, there are techniques that make coaches more effective. There are words and actions that have a greater impact than others. There are beliefs and values that must be present so that others want to carry out the actions that you, as their coach, are seeking to accomplish. Coaches must be able to assess, communicate, evaluate, encourage, and support. And, they must do all those things honestly, consistently, and with caring.

WHEN: October 24

8:30 a.m. - 5 p.m.

COST: \$65



IT'S OKAY TO BE THE BOSS!

Too many managers and supervisors are failing to lead, manage, and supervise. They simply do not take charge on a day-to-day basis. They are afraid to, or they don't want to, or they just don't know how to. In today's workplace, there is a shocking and profound lack of daily guidance, direction, feedback, and support for employees. In other words, employees are under-managed. In the It's Okay to Be the Boss workshop, managers are taught that empowerment is not an excuse for under management. This step-by-step program shows managers how to: get in the habit of managing every day; learn to talk like a performance coach; take it one person at a time; make accountability a real process; tell people what to do and how to do it; track performance every step of the way; solve small problems before they turn into big ones; and do more for some people and less for others. Managers will leave the workshop ready to embrace the crucial responsibility.

WHEN: November 7

8:30 a.m. - 5 p.m.

COST: \$99 - includes book

THE GREAT WORKPLACE

Companies seek to create and sustain a highly engaged and committed workforce, the most effective companies focus on their workplace as a key element of that strategy. This workshop will work with managers in examining the behaviors that create a great workplace. It will examine the best practices of the best companies and give concrete, tangible examples of how organizations have successfully created a high trust culture. The Great Workplace shows that, more than offering great pay and quirky perks, a great workplace is one where employees trust the people they work for, take pride in what they do, and enjoy the people they work with. The class includes a leadership self-assessment to measure the likelihood that your employees experience a wonderful place to work.

Participants in the class will gain practical tools for improving the quality of their work environment.

WHEN: November 29

8 a.m. - 5 p.m.

COST: \$99 - includes book



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