



**HOLMES COMMUNITY COLLEGE**  
WORKFORCE DEVELOPMENT

**Register:**

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Fall 2016

Ridgeland Campus @ D.P. "Pat" McGowan Workforce Training Center

**Professional Development**

**Interviewing Strategies: What You Can & Can't Say**

Cost: \$75

Meeting Day and Time: Thursday,  
8:30AM-12:30PM

Date: August 25, 2016

Instructor: Michael J. Harbaugh

Be careful what you say, or don't say... and how you say it! Many times, your interviewee is far more prepared than your interviewer, and that can get you in hot water. Knowing what you can and can't say, how you can and can't say it, and when you can and can't say it can save you a tremendous amount of time, energy, and money. Keep your interview process Fair, Square, and Legal!  
This interactive workshop will help you understand, prepare, and execute an interview strategy to hire profitable employees while minimizing the risk of crossing a line that may never have known existed!

Content: Common self-made traps, Avoid crossing the invisible line, Practical ways to stay objective

**Goal Setting for Success**

Cost: \$75

Meeting Day and Time: Tuesday, 8:30AM-  
12:30PM

Date: September 6, 2016

Instructor: Michael J. Harbaugh

Ironically, most people spend more time and energy planning a one-week family vacation than they do planning the other 51 weeks of the year. This workshop will provide leadership knowledge in three key areas necessary to achieve more goals more often. Participants will learn the time-tested WHYSMART process for setting goals that will substantially improve their ability to get results faster, easier, and cheaper than if they continue to do things the same way they have always done them. They will also discover the four types of goals and an easy to remember set of criteria to test their goals against in order to determine the likelihood of achievement. Developing Your GPS provides critical tools and a consistent framework for the decision making and problem solving that is necessary to achieve any personal, professional, and organizational goal.

	<p>Content: The Goal Setting Process, Criteria For Effective Goal Setting, Developing Your GPS</p>
<p><b><u>Dealing with Negative Behavior</u></b>          Cost: \$75          Meeting Days and Times: Wednesday or Thursday, 8:30AM-12:30PM          Date: September 7, 2016; or November 10, 2016          Instructor: Michael J. Harbaugh</p>	<p>One bad apple can spoil the whole bushel. The symptom is that most managers either ignore or try to wish a person's negative behavior away, the problem is that managers don't have an understanding of what causes negative behavior and how to effectively deal with it. Over time, this leads to frustration among the rest of their employees. Participants in this interactive workshop will leave with a set of tools and actions that they can use and begin to apply immediately in dealing with negative behavior in their team.</p> <p>Content: The Role of Emotions, The Environment, Creating a Problem Solving Environment</p>
<p><b><u>Effective Communications</u></b>          Cost: \$75          Meeting Days and Times: Thursday or Tuesday, 8:30AM-12:30PM          Date: September 8, 2016; or November 1, 2016          Instructor: Michael J. Harbaugh</p>	<p>Why is it that, when people in organizations are surveyed, poor or non-existent communication ranks as the top problem? The purpose for any type of communication is to prompt some form of behavioral response or action. It is the exchange of ideas between two people.</p> <p>Effective communication involves total understanding, not just telling someone something.</p> <p>Studies show that organizations under-communicate by a factor of ten during routine day-to-day operation... and when change happens that factor grows exponentially. This means that on any given day leadership, managers, and employees suffer in terms of morale and productivity... and the organization loses time, resources, and opportunities. This workshop will provide participants with a solid understanding of the key principles of effective communication and written specific goals to apply the learning in everyday situations.</p> <p>Content: Principles of communication, emotions within communication, active listening</p>
<p><b><u>Leveraging the Power of Organizational Goals</u></b>          Cost: \$75          Meeting Days and Times: Thursday or Tuesday, 8:30AM-12:30PM</p>	<p>Organizational goals provide the purpose and the direction for the organization. As they are carried through every department, business unit, or division, they provide the cornerstone to the organizational structure. They give people something they can sink their teeth into, provide guidelines for achievement and recognition, and promote pride</p>

<p>Date: September 22, 2016; or December 6, 2016  Instructor: Michael J. Harbaugh</p>	<p>in the organization. In this workshop, participants will learn what organizational goals are, why they are important, and how they can harness their power to achieve exceptional performance in their area of responsibility. They will leave with an understanding of the three most important categories of organizational goals and have developed their own individual goals for each.</p> <p>Content: What Are Organizational Goals, Developing Organizational Goals, Criteria For Meaningful And Measurable Organizational Goals</p>
<p><b><u>Creating Customer Loyalty</u></b>  Cost: \$75  Meeting Days and Times: Thursday, 8:30AM-12:30PM  Date: September 29, 2016  Instructor: Michael J. Harbaugh</p>	<p>Customer Service and Customer Satisfaction have become commodities. Everyone says they provide them and people no longer see them as a reason to do business with an organization. It's time to go beyond customer service... Customer Loyalty is the new frontier.</p> <p>To be competitive in today's ever-changing economy, organizations need to produce a distinctive personal and emotional experience for each of their customers. Customers recognize and can accept that every organization is not perfect, mistakes will be made, and conflict can arise. Participants will leave with the knowledge of how to turn these obstacles into opportunities to delight the customer.</p> <p>Participants will learn the key elements of what it takes to create loyal customers by exceeding their expectations. They will also understand the skills and attitudes necessary to help them personally and professionally connect with customers.</p> <p>Content: What Customer Service Really Means, Customer Loyalty As A Strategic Advantage, What Your Customers Really Want, What Customers Use To Evaluate Service, Connecting Starts With You Points Of Connection, Creating An Emotional Tie, Handling Customer Complaints, Measuring Customer Loyalty</p>
<p><b><u>Effective Strategies for Dealing with Change</u></b>  Cost: \$75  Meeting Days and Times: Thursday, 8:30AM-12:30PM  Date: October 6, 2016  Instructor: Michael J. Harbaugh</p>	<p>Change is the only constant in our world, yet everyone... yes EVERYONE... resists it and reacts negatively when confronted with it, at least initially.</p> <p>This interactive workshop will help participants being to treat change as an ally, and equip them with the tools they need to help those around them do the same.</p> <p>There are predictable dynamics at work anytime change happens, regardless of whether the change is internally or externally driven. Learn to deal positively with resistance both within yourself and in others... and turn it to your advantage!</p>

	<p>Content: The New Status Quo, Transition Management, The Learning Window and The Law of Process, Managing Employee and Personal Impact</p>
<p><b><u>Accidental Project Manager</u></b>          Cost: \$75          Meeting Day and Time: Wednesday, 8:30AM-5:00PM          Date: October 12, 2016          Instructor: Sara Jane Hope</p>	<p>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.</p> <p>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.</p> <p><i>Note: This course is basic project management and will not result in Project Management Certification or proficiency in using Microsoft Project software.</i></p>
<p><b><u>Time Management For Professionals: Making the Most of Your Time</u></b>          Cost: \$75          Meeting Days and Times: Tuesday, 8:30AM-12:30PM          Dates: November 8, 2016          Instructor: Michael J. Harbaugh</p>	<p>The great dividing line between success and failure can be summed up in five words: "I did not have time." A professional's most precious commodity is time. Whether they manage time, or time manages them... whether they stay ahead of things, or fall farther and farther behind... in a large degree depends on how they invest the available seconds, minutes, and hours of their workday.</p> <p>Workshop participants will self-discover their time management skills and gaps, understand the best practices of time management, and develop time strategies that will help them get more done in less time with less stress on themselves and others.</p> <p>Content: Common enemies of time, Planning with a purpose, Designing a system works</p>
<p><b><u>Project Management</u></b>          Cost: \$75          Meeting Days and Times: Tuesday, 8:30AM-12:30PM          Dates: November 15, 2016</p>	<p>Project Management is the discipline of organizing and managing a department's, division's, or business unit's resources, its people, in such a way that projects are completed on time, within budget, and with a defined scope to achieve desired results. The overall objective of most projects is to create value or opportunity that results in some kind of financial gain.</p>

<p>Instructor: Michael J. Harbaugh</p>	<p>Clearly know where you are going and what resources are necessary to get there provides the road map necessary for success. Participants will leave with a clear definition and an understanding of the best practices associated with Project Management.</p> <p>Content: What Project Management Is, and Isn't, Laws of Project Management, Proven Project Management Strategies</p>
<p><b><u>Beyond A Crystal Ball: Successful Interview Techniques</u></b>  Cost: \$75  Meeting Day and Time: Wednesday, 8:30AM-5:00PM  Date: November 16, 2016  Instructor: Sara Jane Hope</p>	<p>Do you wonder how you ended up with the employees that you have? Do they seem to be great in the interview and then turn into difficult employees? Do you wish you could look into a crystal ball and see the future of your new hires? This course will help you hire the employees that you need to be successful in your business. You will determine the success factors for the job and identify the skills needed to be competent in those success factors.</p> <p>Participants will write interview questions for their positions and learn what can and cannot be asked. Techniques for conducting the actual interview and selecting from you candidates will be reviewed. You will come away from the class with a set of skills and materials that will help you hire the best!</p>
<p><b><u>D.I.S.C Talent Insights</u></b>  Cost: \$125.00  Meeting Day and Time: Thursday, 8:30AM-12:30PM  Date: November 17, 2016  Instructor: Michael J. Harbaugh</p>	<p>There are two primary elements to using the full potential of your people, Behavior and Motivation... the “what” and “why” behind getting desired results.</p> <p>Behavioral research suggests that the most effective people are those who understand themselves, both their strengths and weaknesses, so they can develop strategies to meet the demands of their environment. This report measures the four dimensions of normal behavior: dominance, influence, steadiness and compliance.</p> <p>Knowledge of your driving forces help tell you why you behave a certain way. 12 Driving Forces™ measures the primary driving forces cluster – the top four of an individual’s driving forces – to tell a story of how your derive meaning from life and work.</p> <p>In this interactive workshop you’ll get your own DISC report and experience the power of Talent Insights™ to illuminate what drives a person’s behavior – the why behind their actions.</p>

	<p>Content: Personal DISC Talent Insights™ Report, Seeing yourself through the eyes of others, Creating an action plan</p>
<p><b><u>Motivation &amp; Confidence</u></b>  Cost: \$75  Meeting Day and Time: Tuesday, 8:30AM-12:30PM  Dates: November 29, 2016  Instructor: Michael J. Harbaugh</p>	<p>Motivation is defined as a circumstance or set of circumstances that prompts an individual to act in a certain way, or it is the reason explaining an individual's thoughts, feelings, actions, or behaviors. Participants will learn how to identify what motivates themselves and their team members individually, and as a group. They will leave with a clear understanding of the most effective strategies for creating a motivational environment for their team. This workshop will develop participant's confidence to actualize what they have learned through specific goals and action steps to make positive changes in the way they interact with their team members, peers, and manager.</p> <p>Content: What motivates people, power of attitude motivation, building confidence</p>
<p><b><u>The Great Workplace</u></b>  Cost: \$95  Meeting Day and Time: Wednesday, 8:30AM-5:00PM  Date: November 30, 2016  Instructor: Sara Jane Hope</p>	<p>As 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.</p> <p>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 great place to work. Participants in the class will gain practical tools for improving the quality of their work environment.</p>
<p><b><u>Communicate with Confidence</u></b>  Cost: \$75  Meeting Day and Time: Thursday, 8:30AM-5:00PM  Date: December 1, 2016  Instructor: Sara Jane Hope</p>	<p>Professionals in all fields are looking for the edge that will sharpen their chances of being more successful. Since competition is tough for better positions, valued promotions, key team memberships, or even coveted assignments, they must find a way to stand out from the crowd. Confident communication and professional presence are on the top of the list of characteristics that increase the probability of a successful career-no matter what field, no matter what level of position, no matter what gender or race.</p> <p>Confident communication requires self-awareness and an understanding of knowing what to say and when to say it. Being able to make the distinctions between response</p>

	<p>styles and defensive tactics is essential. Confident communication can be learned and this course is the place to do it! You'll start by identifying the characteristics, qualities, and benefits of confident communication as well as assess your self-confidence and professional presence. You'll learn how to channel anger and aggression into constructive and powerful uses.</p>
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<p><b><u>Effective Presentation Skills</u></b>          Cost: \$95          Meeting Day and Time: Thursday, 8:30AM-4:30PM          Date: December 8, 2016          Instructor: Michael J. Harbaugh</p>	<p>Whether you are a new team leader addressing your team, a facilitator guiding a problem solving team, a training instructor, or a seasoned salesperson, effective presentations can be a powerful tool to help you achieve desired results. This interactive workshop will help participants discover best-in-class presentation concepts and ideas to improve the effectiveness of their communications in front of groups, and then practice those concepts through live presentations and real-time peer and video-based feedback.</p> <p>Content: Power of preparation, getting and keeping attention, making it memorable</p>
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**Community Enrichment & Personal Development**

<p><b><u>Writing the Right Stuff</u></b>          Cost: \$50.00          Meeting Days and Time: Thursday, 8:30AM-5:00PM          Dates: October 27, 2016          Instructor: Sara Jane Hope</p>	<p>Have your high school English classes escaped you? Do you rely on your computer to tell you whether your grammar and punctuation are correct? You know, your computer isn't always right—so it is helpful to remember the basics. This class will help you to avoid some common sentence building issues, to use the right verbs in the right way, to choose the right word for the purpose, and to practice proper punctuation. In addition, some basic business writing techniques and e-mail guidelines will be reviewed. You will come away with the tools you need to improve your written communication with others.</p>
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**Computer Classes**

*\*day classes are 2-four hour sessions- MUST attend for a total of 8 hours*  
*\*night classes are 2- three hour sessions- MUST attend for a total of 6 hours*

<p><b><u>Beginner Computers &amp; Email</u></b>          Cost: FREE          Meeting Days and Time: Tuesday and Thursday NIGHT, 5:30PM-8:30PM          Dates: October 4 &amp; 6, 2016</p>	<p>Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows operating system (Windows 7). This course will help you to define what a PC is, and familiarize you with the Windows user interface and its basic capabilities, basic</p>
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<p>Instructor: Mary Katherine Shipp  <u>*must attend both sessions</u></p>	<p>computer hardware and function. In this course, you will explore Windows and learn how to create documents, send email, browse the Internet, use a flash drive to save data, play a CD or DVD, and burn a disc. Basic knowledge of the mouse and keyboard is strongly suggested before taking this class.</p>
<p><b><u>Access 2010: Basic</u></b>  Cost: \$50.00  Meeting Days and Time: Monday and Tuesday NIGHT, 5:30PM-8:30PM  Dates: September 26 &amp; 27, 2016  Instructor: Mary Katherine Shipp  <u>*must attend both sessions</u></p>	<p>Data is everywhere. Whether you are at the grocery store, office, laboratory, classroom, or ball park, you are awash in data: prices, schedules, performance measures, lab results, recipes, contact information, quality metrics, market indices, grades, and statistics. Most job roles today involve some form of <i>data management</i>. A relational database application such as Microsoft® Office Access® 2010 can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will learn how to use Access 2010 to manage your data, including creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, and sort data.</p>
<p><b><u>Excel 2010: Basics</u></b>  Cost: \$50.00  Meeting Days and Time: Tuesdays &amp; Wednesdays, 8AM-12PM  Dates: August 16 &amp; 17, 2016; September 6 &amp; 7, 2016; October 4 &amp; 5, 2016; November 1 &amp; 2, 2016  Instructor: Jayne Hust  <u>must attend both sessions</u></p> <p>NIGHT:  Meeting Days and Time: Tuesdays &amp; Thursdays, 5:30PM-8:30PM  Dates: August 16 &amp; 18, 2016; September 6 &amp; 8, 2016; November 8 &amp; 10, 2016</p>	<p>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 2010, performing calculations, setting up a worksheet and modifying it, then adding formulas, functions and formatting, managing a workbook and printing a workbook.</p>

<p>Instructor: Mary Katherine Shipp <i>must attend both sessions</i></p>	
<p><b><u>Excel 2010: Intermediate</u></b>  Cost: \$50.00  Meeting Days and Time: Tuesdays and Wednesdays, 8AM-12PM  Dates: August 23 &amp; 24, 2016; September 13 &amp; 14, 2016; October 11 &amp; 12, 2016; November 8 &amp; 9, 2016  Instructor: Jayne Hust  <i>must attend both sessions</i></p> <p>NIGHT:  Meeting Days and Time: Tuesdays &amp; Thursdays, 5:30PM-8:30PM  Dates: August 30 &amp; September 1, 2016; September 20 &amp; 22, 2016; November 15 &amp; 17, 2016  Instructor: Mary Katherine Shipp  <i>must attend both sessions</i></p>	<p>Expand your knowledge of Excel! In Excel Basic, you created, edited, formatted, and printed basic spreadsheets. You will now learn to customize the Excel environment, create advanced formulas, analyze data by using functions and conditional formatting, organize and analyze datasets and tables, visualize data by using basic charts, analyze data by using PivotTables, slicers, and PivotCharts.</p> <p>This course is designed for students who already have foundational knowledge and skills in Excel 2010 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.</p>
<p><b><u>Excel 2010: Advanced</u></b>  Cost: \$50.00  Meeting Days and Time: Tuesdays &amp; Wednesdays, 8AM-12PM  Dates: August 30 &amp; 31, 2016; September 20 &amp; 21, 2016; October 18 &amp; 19, 2016; November 15 &amp; 16, 2016  Instructor: Jayne Hust  <i>must attend both sessions</i></p> <p>NIGHT:  Meeting Days and Time: Tuesday &amp; Thursday, 5:30PM-8:30PM</p>	<p>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 and share Excel data with other applications such as the web.</p>

<p>Dates: November 29 &amp; December 1, 2016  Instructor: Mary Katherine Shipp  <u>must attend both sessions</u></p>	
<p><b><u>Excel 2013: Basics</u></b>  Cost: \$50.00  Meeting Days and Time: Tuesday &amp; Thursday, 8:30AM-12:30PM  Dates: September 27 &amp; 29, 2016  Instructor: Chaka Turner  <u>must attend both sessions</u></p> <p>NIGHT:  Meeting Days and Time: Tuesday &amp; Thursday, 5:30PM-8:30PM  Dates: October 11 &amp; 13, 2016  Instructor: Mary Katherine Shipp  <u>must attend both sessions</u></p>	<p>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.</p>
<p><b><u>Excel 2013: Intermediate</u></b>  Cost: \$50.00  Meeting Days and Time: Tuesday and Thursday, 8:30AM-12:30PM  Dates: October 4 &amp; 6, 2016  Instructor: Chaka Turner</p> <p>NIGHT:  Meeting Days and Time: Tuesday &amp; Thursday, 5:30PM-8:30PM  Dates: October 18 &amp; 20, 2016  Instructor: Mary Katherine Shipp  <u>must attend both sessions</u></p>	<p>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.</p>

<p><b><u>Excel 2013: Advanced</u></b>  Cost: \$50.00  Meeting Days and Time: Tuesdays &amp; Wednesdays, 8:30AM-12:30PM  Dates: November 15 &amp; 17, 2016  Instructor: Chaka Turner  <i>must attend both sessions</i></p> <p>NIGHT:  Meeting Days and Time: Tuesday &amp; Thursday, 5:30PM-8:30PM  Dates: October 25 &amp; 27, 2016  Instructor: Mary Katherine Shipp  <i>must attend both sessions</i></p>	<p>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 and share Excel data with other applications such as the web.</p>
<p><b><u>PowerPoint 2010: Basic</u></b>  NIGHT  Cost: \$50.00  Meeting Days and Time: Tuesday &amp; Thursday, 5:30PM-8:30PM  Dates: November 1 &amp; 3, 2016  Instructor: Mary Katherine Shipp  <i>must attend both sessions</i></p>	<p>It's hard to imagine a day going by without people passing along large amounts of information. Messages are everywhere, and the number of messages we receive seems to be increasing each day. Whether via phone, email, mass media, or personal interaction, we are subjected to a constant stream of information. With so much communication to contend with, it can be difficult to grab people's attention. But, we are often called upon to do just that. So, how do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And, that is exactly what Microsoft® Office PowerPoint® 2010 can help you do. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint 2010, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint 2010 to begin creating engaging, dynamic multimedia presentations.</p>

<p><b><u>PowerPoint 2010: Intermediate / Advanced</u></b>  Cost: \$50.00  Meeting Days and Time: Tuesday &amp; Thursday NIGHT, 5:30PM-8:30PM  Dates: December 6 &amp; 8 2016  Instructor: Mary Katherine Shipp  <u>must attend both sessions</u></p>	<p>Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements, and that includes sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But, PowerPoint 2010 provides you with a variety of such tools, that can help you deliver content in nearly any situation, while saving time and effort.</p> <p>By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time.</p>
<p><b><u>Word 2010: Intermediate</u></b>  Cost: \$50.00  Meeting Days and Time: Tuesday &amp; Thursday NIGHT, 5:30PM-8:30PM  Dates: August 9 &amp; 11, 2016  Instructor: Mary Katherine Shipp  <u>must attend both sessions</u></p>	<p>After completing Word 2010: Basics, you are now able to perform the basic tasks to create a variety of documents. You probably noticed as you continued working in Word that there are some tasks that you repeat quite often. This course will show you how you can work more efficiently by automating some tasks and providing methods to maintain consistency between documents. You will create more complex documents that include lists, tables, charts, graphics, and newsletter layouts. You will also merge data into documents to personalize correspondence and address envelopes and labels with the data as well.</p> <p>Word can be used to create complex documents that are nearly as complicated as those created using a desktop publishing application. Using Word, you can control how the text flows between paragraphs and pages, you can link a story on page one to the rest of the story later in the document, and you can add graphics and specify how the text and graphic appear together on the page.</p>
<p><b><u>Word 2013: Basic</u></b>  Cost: \$50.00  Meeting Days and Time: Tuesday &amp; Thursday, 8:30AM-12:30PM  Dates: September 13 &amp; 15, 2016  Instructor: Chaka Turner</p>	<p>With Word, you can create professional looking documents! Learn how to create your first document in Word: type where you want to on a page, fix spelling errors, make a list, change page margins, add emphasis to some words, quickly add some style through tables, page layout, and graphics, then proof and save your work.</p>

<u>must attend both sessions</u>	
<p><b><u>Word 2013: Intermediate</u></b>  Cost: \$50.00  Meeting Days and Time: Tuesday &amp; Thursday, 8:30AM-12:30PM  Dates: October 18 &amp; 20, 2016  Instructor: Chaka Turner  <u>must attend both sessions</u></p>	<p>After completing Word 2013: Basics, you are now able to perform the basic tasks to create a variety of documents. You probably noticed as you continued working in Word that there are some tasks that you repeat quite often. This course will show you how you can work more efficiently by automating some tasks and providing methods to maintain consistency between documents. You will create more complex documents that include lists, tables, charts, graphics, and newsletter layouts. You will also merge data into documents to personalize correspondence and address envelopes and labels with the data as well. Word can be used to create complex documents that are nearly as complicated as those created using a desktop publishing application. Using Word, you can control how the text flows between paragraphs and pages, you can link a story on page one to the rest of the story later in the document, and you can add graphics and specify how the text and graphic appear together on the page.</p>
<p><b><u>Word 2013: Advanced</u></b>  Cost: \$50.00  Meeting Days and Time: Wednesday &amp; Thursday, 8:30AM-12:30PM  Dates: November 2 &amp; 3, 2016  Instructor: Chaka Turner  <u>must attend both sessions</u></p>	<p>In Word 2013: Intermediate, you gained the skills to work with more complex business documents and automate tasks. If you work with lengthy documents, collaborate with others, or create forms, this course will show you how to use Word to efficiently accomplish these tasks. However, Word 2013 enables you to do more than simple word processing. It can be used to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word 2013 enable you to revise, manage, and secure your business documents. Some of the things you will learn: restricting documents, adding a table of contents, inserting cover pages and blank pages, adding footnotes, endnotes, and bibliographies, and adding a digital signature to files.</p>

## **Project Management Institute**

Register through at [vpeducation@pmicmsn.org](mailto:vpeducation@pmicmsn.org)

### **PMICMS PMP Exam Prep Boot Camp**

Cost: \$1,000 for PMICMS members;  
\$1,250.00 non-members  
Meeting Days and Time: TBA  
Dates: TBA  
Facilitator: TBD

During this four day intensive class, the following modules will be covered: Foundational Concepts, Process Framework, Integration Management, Scope Management, Time Management, Project Network Diagrams, Cost Management, Earned Value, Quality Management, Human Resources Management, Procurement Management and Stakeholder Management.

## **SHRM/HR**

### **Essentials of Human Resource Management (16 hours)**

Cost: \$325.00  
Meeting Days and Time: Thursdays &  
Fridays, 8:30AM-12:30PM  
Dates: November 3, 4, 10 & 11, 2016  
Facilitator: Sara Jane Hope  
*Please make plans to attend all 4 sessions*

Backed by SHRM's track record of providing quality HR training, the SHRM Essentials of HR Management course covers the topics you need to meet key HR challenges that are relevant to you and your company. In less than 20 hours of training time, you can cover the issues you need to reduce potentially costly lawsuits. Developed by leading HR experts, HR practitioners, and legal counsel, the SHRM Essentials of HR Management course covers introductory HR topics in a condensed, easy-to-understand format. The straightforward format ensures that HR concepts can be mastered and applied to real-life situations.

Along with classroom interaction with peers and the instructor, case study exercises threaded throughout the program provide opportunities to practice applying newly acquired HR skills during training prior to using them on the job.

<http://www.shrm.org/education/educationalproducts/essentials/pages/default.aspx>

### **SHRM Learning Essentials (48 hours)**

Cost: \$925 SHRM/CAHRA members;  
\$975 non-members  
Meeting Days and Time: Tuesday  
NIGHTS, 6:00P-9:00P

Expand your HR knowledge and skills as well as prepare yourself for the SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP) certification exams. Our course is based on the 2016 SHRM Learning System for SHRM CP/SHRM-SCP. Comprised of learning modules teaching the SHRM Body of Competency and Knowledge (SHRM BoCK), and online resources, this class provides

<p>Dates: beginning August 23- December 13, 2016 <i>*will meet each week on Tuesday nights</i> Facilitator: Sara Jane Hope</p>	<p>study materials to streamline study time, accelerate learning and build confidence for passing the SHRM-CP/SHRM-SCP exam. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.</p> <p>For information regarding SHRM certifications, please visit <a href="http://www.shrmcertification.org">www.shrmcertification.org</a>.</p>
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