



**HOLMES COMMUNITY COLLEGE**  
WORKFORCE DEVELOPMENT

**D.P. “Pat” McGowan Workforce Training Center**

**Ridgeland Campus**

**2<sup>nd</sup> Quarter 2018**

**To Register:**

Contact Angela Crain [acrain@holmescc.edu](mailto:acrain@holmescc.edu) with the following information:

Class title:

Date:

Name:

Email:

Phone number:

Party Responsible for Payment:

Do you need an invoice?

***Professional and Personal Development***

***Writing the Right Stuff***

Cost: \$99.00

Time: 8:30 AM - 5:00 PM

Date: April 5, 2018

Instructor: Sara Jane Hope

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.

***The Language of Leadership***

Cost: \$99.00

Time: 8:30 AM - 5:00 PM

Date: April 12, 2018

Instructor: Sara Jane Hope

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.

## ***Professional and Personal Development (Continued)***

<p><b><i><u>Customer Service Training (Delivering the Best You)</u></i></b>          Cost: \$50          Time: 8:30 -12:30 a.m.          Date: April 18, 2018          Instructor: Chaka Turner</p>	<p>Join us for a session to evaluate your customer service skills. Discover how you can put the best YOU forward! Learn how to improve relations and communications internally and externally in your organization. Topics addressed:</p> <ul style="list-style-type: none"> <li>● Recognize your communication history and style</li> <li>● Learn, practice, and implement the five pillars of effective communication</li> </ul>
<p><b><i><u>Let's Meet: Having Productive Meetings</u></i></b>          Cost: 50.00          Time: 8:30 AM - 12:30 PM          Date: April 19, 2018          Instructor: Sara Jane Hope</p>	<p>Do you feel like you spend a lot of time in meetings? And, you feel like that time could have been better spent doing something else? Meetings are an essential aspect of doing business and they can be productive and efficient! Learn the who, what, why, and how of meetings and some tips and techniques for being a successful meeting facilitator!</p>
<p><b><i><u>The Accidental Project Manager</u></i></b>          Cost: \$99.00          Time: 8:30 AM - 5:00 PM          Date: April 26, 2018          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. 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.</p>

## ***Professional and Personal Development (Continued)***

<p><b><u><i>The Great Workplace</i></u></b>          Cost: \$99.00          Time: 8:30 AM - 5:00 PM          Date: May 3, 2018          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. 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.</p>
<p><b><u><i>Essentials of Communication</i></u></b>          Cost: \$50          Time: 8:30 – 12:30          Date: May 9, 2018          Instructor: Chaka Turner</p>	<p>Learn how to communicate clearly and effectively.</p>
<p><b><u><i>Decisions! Decisions!</i></u></b>          Cost: \$50.00          Time: 8:30 AM - 12:30 PM          Date: May 11, 2018          Instructor: Sara Jane Hope</p>	<p>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!</p>
<p><b><u><i>Tackling Time Management</i></u></b>          Cost: \$50.00          Time: 8:30 a.m. – 12:30 p.m.          Date: May 16, 2018          Instructor: Chaka Turner</p>	<p>Learn how to make the most of your day and master your time.</p>

## ***Professional and Personal Development (Continued)***

<p><b><u><i>The Team Factor</i></u></b>          Cost: \$99.00          Time: 8:30 AM - 5:00 PM          Date: May 17, 2018          Instructor: Sara Jane Hope</p>	<p>Employees who work for a common goal in departments or facilities that are connected by a product work as a team whether they have been formally christened as a team or not. To reach their goals, they must communicate effectively, understand differences, exhibit trust, solve problems, and manage conflict. They also must have a clear picture of the goals that they are trying to accomplish. This interactive workshop will review the basic framework of an effective team environment.</p>
<p><b><u><i>Choosing Top Talent: Interviewing Techniques</i></u></b>          Cost: \$99.00          Time: 8:30 AM - 5:00 PM          Date: May 24, 2018          Instructor: Sara Jane Hope</p>	<p>Is your company's hiring strategy to just fill open positions or do you choose to hire top talent? How do you know which employees will be high performers to your company? What is your employee value proposition that will enhance top talent to choose your company for their employer? This course will help you evaluate what you need to hire the employees that will be high performers. You will determine the success factors for your positions and identify the skills needed to be competent in those success factors. Participants will write interview questions and learn what can and cannot be asked. Techniques for conducting the actual interview and selecting from your candidates will be reviewed. You will come away from the class with a set of skills and materials that will help you choose top talent!</p>
<p><b><u><i>Women in the Lead</i></u></b>          Cost: \$125.00          Time: 8:30 AM - 5:00 PM          Date: May 31, 2018          Instructor: Sara Jane Hope</p>	<p>Women have become more than 50% of the total workforce in the United States; yet, many companies and industries have few women in leadership positions. Studies have shown that women have the skills and abilities to hold leadership positions; however, they tend to derail their own progress to the "C Suite" or the Boardroom by some behaviors and habits that work against them. Learn how to identify these tendencies in yourself and others and how to overcome them so that you can be in position to take the lead roles when the opportunity is presented.</p>

## ***SHRM/HR***

### ***SHRM Certification Exam Prep (48 hours)***

Cost: \$1,000.00

Meeting Days and Time:  
FALL DATES COMING SOON

Facilitator: Sara Jane Hope

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 2017 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 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.

For information regarding SHRM certifications, please visit [www.shrmcertification.org](http://www.shrmcertification.org).

*Sorry, we are unable to offer tuition or financial assistance. This class does NOT include the cost or registration for the exam. Check with SHRM to determine your eligibility to sit for the exam.*

## ***Project Management Professional***

### ***PMP Certification Exam Prep***

Cost: \$975

Meeting Days and Time: Mondays and  
Thursdays (**6 weeks**), 6 – 9 p.m.

April 16 – May 31 **OR**

June 18 – July 30 **OR**

August 20 – October 1

Facilitator: Katisha Sutton

Our course is designed to prepare individuals for the PMP Exam. The PMP is highly recommended for experienced project managers looking to advance their skills, career, and earning potential. Candidates must meet education and experience requirements, agree to a professional code of conduct, and pass the PMP Exam. For eligibility requirements, please visit: <https://www.pmi.org/certifications/types/project-management-pmp>

*Sorry, we are unable to offer tuition or financial assistance. This class does NOT include the cost or registration for the exam. Check with PMI to determine your eligibility to sit for the exam.*

*Please contact Angela Crain for dates or visit our website soon for announcement. Changes are being made to the curriculum and available soon.*

## ***Computer Classes***

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

<p><b><u>Excel 2013: Basics</u></b>          Cost: \$65.00          Time: 8:30 AM - 12:30 PM          Dates: April 9 &amp; April 10 <b>OR</b>          April 30 &amp; May 1          Instructor: Chaka Turner  <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: \$65.00          Time: 8:30 AM - 12:30 PM          Dates: April 17 &amp; April 19 <b>OR</b>          May 17 &amp; May 21          Instructor: Chaka Turner  <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: \$65.00          Time: 8:30 AM - 12:30 PM          Dates: April 24 &amp; April 26          Instructor: Chaka Turner  <u>must attend both sessions</u></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 share Excel data with other applications such as the web.</p>

## ***Computer Classes (Continued)***

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

<p><b><u>PowerPoint</u></b>          Cost: \$65.00          Time: 8:30 AM - 12:30 PM          Dates: May 2 &amp; May 3          Instructor: Chaka Turner  <u>must attend both sessions</u></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® 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, 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 to begin creating engaging, dynamic multimedia presentations.</p>
<p><b><u>Access</u></b>          Cost: \$65.00          Time: TBD          Date: TBD          Instructor: Bill Kuriger</p>	<p>Do you want to manage sales and inventory numbers? Student records for a school? Or perhaps your home collection of DVDs? A database can help you enter data easily, find it quickly, use it to create labels or mailings, and summarize it in printed and online reports. This course will help will learn the essential skills needed to create a database, including entering data into forms and tables, running queries to search data, and producing meaningful reports.</p>

## **Remarkable Leadership: Twelve Programs for Creating Remarkable Leaders**

This system is based on Kevin Eikenberry's acclaimed book, Remarkable Leadership: Unleashing your Leadership Potential One Skill at a Time. It helps leaders develop their potential in shorter-format workshops (60-90 minutes) focusing on one skill at a time. Each topic can be presented alone or they can be grouped together in a series with one to all twelve of the modules. Please see the four modules below.

<p><b><u>Module II – (8:30 - 12:30)</u></b>          April 20, 2018          Cost: \$99.00 for materials          Communicating Powerfully          Developing Others          Focusing on Customers</p>	<p>This module will provide leadership skills in three areas. Communicating Powerfully will help participants recognize four basic communication styles and how to modify their message to best connect with different people. Also included in this module are the keys to powerful presentations. Developing Others trains participants in the importance of demonstrating supportive behaviors, the common sources of feedback, the difference between feedback and feedforward, as well as fourteen common causes of performance problems. Focusing on Customers relates how to impact both internal and external customer service, demonstrates how to instill a customer service mindset, and processes for recovering from a customer service problem.</p>
<p><b><u>Module III – (8:30 - 12:30)</u></b>          April 6, 2018          Cost: \$99.00 for materials          Influencing with Impact          Managing Projects and Processes Successfully          Taking Responsibility and Accountability</p>	<p>After completing Module III of the Remarkable Leadership Series, participants will have acquired skills in three additional competencies. The section on Influencing with Impact discusses how values affect one's ability to influence, provides a formula for building credibility, and develops positive attitudes and optimism. Managing Projects points out the difference between projects and processes, relays the three dimensions of success in project management, and provides a simple model for managing projects. The third part of this module relates the importance of being personally accountable, points out what gets in the way of accountability, and teaches effective delegation and empowerment.</p>
<p><b><u>Module IV – (8:30 - 12:30)</u></b>          April 13, 2018          Cost: \$99.00 for materials          Setting Goals and Supporting Goal Setting          Solving Problems and Making Decisions          Thinking and Acting Innovatively</p>	<p>Module IV of the Remarkable Leadership Series adds three more competencies to a leader or potential leader's repertoire. Setting Goals and Supporting Goal Setting emphasizes the importance of goal setting and provides the keys to developing a goal-setting mindset as well as discussing the power of creating goal alignment. Solving Problems and Making Decisions discusses the importance of asking questions in the decision-making process and identifies two main types of questions and how to apply them in problem solving. A common problem solving model and four decision-making approaches will be learned. Thinking and Acting Innovatively teaches participants how to recognize and address common creativity squelchers, how to conduct better brainstorming sessions, and how to enhance the creative process.</p>

NOTICE: Please contact Angela Crain at [acrain@holmescc.edu](mailto:acrain@holmescc.edu) or 601-605-3370 for information regarding the manufacturing basic skills certification, OSHA, forklift training, welding, and concrete mixer/truck driving training.