Hello, **Spring!**

2025 PROFESSIONAL DEVELOPMENT COURSES

MONTH	DATE	COURSE TITLE
JANUARY	15	Communicating with Diplomacy & Tact I
	16	Personality & Effective Communication
	22	Moving from Peer to Supervisor
	23	Managing Multiple Priorities
	28*	Project Management: Applied Essentials
FEBRUARY	5*	SLII®
	7*	NEW **Cohort 1: Spring 2025 SHRM Certification Prep Course** IN-PERSON *Registration into the cohort will secure a seat for all 10 sessions.*
	13	Notary Public IN-PERSON
	19	Navigating Challenging Personalities
	20	Resilience: Building Skills to Endure Hardship and Prevent Burnout
	25	Keys to Supervisory Success
	27	CliftonStrengths® for Managers IN-PERSON
MARCH	5*	Self Leadership
	10	Fundamentals of Coaching
	13*	Module 1: Star Achievement Series™ (CEAP Designation) IN-PERSON *Registration into the cohort will secure a seat for all 8 modules.*
	17	Managing Multiple Priorities
	13	Notary Public IN-PERSON
	19*	Dimensions of Management
	25*	Crucial Conversations®: For Mastering Dialogue
APRIL	3	Feedback Fundamentals
	7	Moving from Peer to Supervisor
	10	Module 2: Star Achievement Series™ (CEAP Designation) IN-PERSON
	14	Raising Accountability while Managing a Hybrid Team
	16	Transformational Leadership
	17	Communicating with Diplomacy & Tact I
	17	Notary Public IN-PERSON
	22	Managing from the Middle
	23*	Emotionally Effective Leader
	30	Conflict Resolution
MAY	1	Navigating Challenging Personalities
	8	Module 3: Star Achievement Series™ (CEAP Designation) IN-PERSON
	14*	Project Management: Applied Essentials
	20	CliftonStrengths® for Individual Contributors IN-PERSON
	22	Managing Multiple Priorities
	29	Communicating with Diplomacy & Tact II
JUNE	11*	Leader as Coach
	11	Personality & Effective Communication IN-PERSON
	12	Module 4: Star Achievement Series™ (CEAP Designation) IN-PERSON
	17	Keys to Supervisory Success
	18	Notary Public IN-PERSON
	18	Valuing Differences
	25*	Self Leadership

*Indicates a multi-day course

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2025 TECHNOLOGY DEVELOPMENT COURSES

Technology
SPRING Courses

Click a course title to register!

MONTH	DATE	COURSE TITLE
JANUARY	14*	Word Level 1 – Introduction
	21*	Excel New Users
FEBRUARY	4*	PowerPoint Level 1 – Introduction
	18*	Excel Level 1 – Introduction
MARCH	4*	Excel Level 2 – Intermediate
	11*	Access Level 1 – Introduction
	18	Microsoft Teams
	25	Excel Level 2 – Pivot Tables
	27	Excel Level 1 – Formulas & Functions Basics
	27	Excel Level 2 – Formulas & Functions Intermediate
APRIL	1*	Excel Level 1 – Introduction
MAY	6*	Excel Level 2 – Intermediate
	20*	Access Level 2 - Intermediate
JUNE	10*	Excel Level 1 – Introduction
	24*	Word Level 2 - Intermediate

*Indicates a multi-day course

Hello, **Fall!**

2025 PROFESSIONAL DEVELOPMENT COURSES

MONTH	DATE	COURSE TITLE
JULY	9	Leading Through Generational Differences `IN-PERSON`
	10	Raising Accountability while Managing a Hybrid Team
	23	Moving from Peer to Supervisor
AUGUST	6	Conflict Resolution
	7	Fundamentals of Coaching
	19	Module 5: Star Achievement Series™ (CEAP Designation) `IN-PERSON`
	20*	Emotionally Effective Leader
	21	Notary Public `IN-PERSON`
	26	Communicating with Diplomacy & Tact I
	27	CliftonStrengths® for Individual Contributors `IN-PERSON`
	28	Critical Thinking Skills: Strategies for Improving
SEPTEMBER	3*	Crucial Conversations®: For Mastering Dialogue
	4*	`NEW` **Cohort 2: FALL 2025 SHRM Certification Prep Course** `IN-PERSON`
	16	Module 6: Star Achievement Series (CEAP Designation) `IN-PERSON`
	17	Managing Multiple Priorities
	18	Notary Public `IN-PERSON`
	22*	SLII®
	24	Managing from the Middle
OCTOBER	1	CliftonStrengths® for Managers `IN-PERSON`
	7*	Project Management: Applied Essentials
	15	Communicating with Diplomacy & Tact I
	16	Notary Public `IN-PERSON`
	21	Module 7: Star Achievement Series™ (CEAP Designation) `IN-PERSON`
	22	Moving from Peer to Supervisor
	29	Keys to Supervisory Success
NOVEMBER	12	Communicating with Diplomacy & Tact II
	18	Module 8: Star Achievement Series™ (CEAP Designation) `IN-PERSON`
	18*	Self Leadership
	19	Resilience: Building Skills to Endure Hardship and Prevent Burnout
	25	Personality & Effective Communication
DECEMBER	4	Notary Public `IN-PERSON`
	8	Managing Multiple Priorities
	10	Transformational Leadership
	11*	Leader as Coach

***Indicates a multi-day**

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2025 TECHNOLOGY DEVELOPMENT COURSES

Technology
Fall Courses

Click a course title to register!

MONTH	DATE	COURSE TITLE
JULY	8*	PowerPoint Level 2 – Intermediate
	22	Microsoft Teams
AUGUST	5	Excel Level 2 – Pivot Tables
	5	Excel Level 2 – Charts & Graphs
	7	Excel Level 1 – Formulas & Functions Basics
	7	Excel Level 2 – Formulas & Functions Intermediate
	19*	Access Level 2 - Intermediate
SEPTEMBER	9*	Excel Level 2 – Intermediate
	16*	Microsoft OneNote – Level 1
OCTOBER	7*	Word Level 3 – Advanced
NOVEMBER	11*	Excel Level 3 - Advanced
DECEMBER	9*	Access Level 3 – Advanced

*Indicates a multi-day course