

Hello, Spring!

Click a course title to register!

MONTH	DATE	COURSE TITLE
JANUARY	19	Personality & Effective Communication
	25	Managing a Hybrid Team
	25*	Project Management
	26	Communicating with Diplomacy & Tact I
	26	Moving from Peer to Supervisor
FEBRUARY	7	Managing Meetings
	9*	Sit Lead II®
	16	Navigating Challenging Personalities
	16	Resilience: Building Skills to Endure Hardship and Prevent Burnout
	17	Keys to Supervisory Success
MARCH	1*	Crucial Conversations®: Mastering Dialogue
	8	Managing Multiple Priorities
	9	Managing a Hybrid Team
	10	Conflict Resolution
	22*	Emotional Intelligence
	30	Fundamentals of Coaching
APRIL	5	Communicating with Diplomacy & Tact I
	5	Moving from Peer to Supervisor
	6*	Dimensions of Management
	19	Feedback Fundamentals
	20*	Crucial Conversations®: For Mastering Accountability
	25*	Project Management
	27	Transformational Leadership
	28	Managing from the Middle
MAY	11	Keys To Supervisory Success
	12	Navigating Challenging Personalities
	18	Managing Multiple Priorities
	19	High Performing Teams
	19	Managing a Hybrid Team
JUNE	1	Communicating with Diplomacy & Tact II
	2*	Leader as Coach
	15	Personality & Effective Communication
	22*	Crucial Conversations®: For Mastering Dialogue

*Indicates a multi-day course

2022 TECHNOLOGY COURSES

Technology Spring Courses

Click a course title to register!

MONTH	DATE	COURSE TITLE
JANUARY	13*	Word Level 1 – Introduction
	19*	Excel Level 1 – New Users
FEBRUARY	8*	Excel Level 1 – Introduction
	10*	PowerPoint Level 1 – Introduction
MARCH	8*	Excel Level 2 – Intermediate
	10*	Access Level 1 – Introduction
	24*	Word Level 2 – Intermediate
	29	Excel Level 2 – Pivot Tables
	29	Excel Level 2 – Charts & Graphs
APRIL	6	Excel – Formulas & Functions Basics
	6	Excel – Formulas & Functions Intermediate
	13*	Access Level 2 – Intermediate
MAY	4	Excel Level 2 – Pivot Tables
	10*	Excel Level 1 – Introduction
	11*	Word Level 3 – Advanced
	24	Excel – Formulas & Functions Basics
	24	Excel – Formulas & Functions Intermediate
JUNE	7*	Excel Level 2 – Intermediate
	9*	Access Level 3 – Advanced
	21*	PowerPoint Level 2 – Intermediate
	23*	Excel Level 3 – Advanced

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Hello, Fall!

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MONTH	DATE	COURSE TITLE
JULY	11	Customer Service Excellence
	19	Moving from Peer to Supervisor
	20	Managing a Hybrid Team
	26*	Crucial Conversations®: Mastering Accountability
AUGUST	9	Keys to Supervisory Success
	10	Communicating with Diplomacy & Tact I
	10	Critical Thinking Skills
	16	Conflict Resolution
	17	Fundamentals of Coaching
	31*	Emotional Intelligence
SEPTEMBER	7	High Performing Teams
	8	Managing from the Middle
	9	Feedback Fundamentals
	20	Managing Multiple Priorities
	21*	Sit Lead II®
	27*	Crucial Conversations®: For Mastering Dialogue
OCTOBER	12	Communicating with Diplomacy & Tact I
	13	Moving from Peer to Supervisor
	17*	Train the Trainer (Boot Camp)
	19*	Crucial Conversations®: For Mastering Accountability
NOVEMBER	3	Keys to Supervisory Success
	7	Resilience: Building Skills to Endure Hardship and Prevent Burnout
	10	Navigating Challenging Personalities
	14	Communicating with Diplomacy & Tact II
	30	Personality & Effective Communication
DECEMBER	1	Conflict Resolution
	1*	Leader as Coach
	12	Managing Multiple Priorities
	13	Transformational Leadership
	14*	Crucial Conversations®: For Mastering Accountability

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2022 TECHNOLOGY COURSES

Technology Fall Courses

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MONTH	DATE	COURSE TITLE
JULY	14*	Word Level 1 – Introduction
	19*	Excel Level 1 – New Users
AUGUST	11*	PowerPoint Level 1 – Introduction
	16*	Excel Level 1 – Introduction
SEPTEMBER	7*	Access Level 1 – Introduction
	8	Excel – Formulas & Functions Basics
	8	Excel – Formulas & Functions Intermediate
	20*	Excel Level 2 – Intermediate
OCTOBER	5	Excel Level 2 – Pivot Tables
	5	Excel Level 2 – Charts & Graphs
	11*	Access Level 2 – Intermediate
	13*	Word Level 2 – Intermediate
NOVEMBER	1*	Excel Level 1 – Introduction
	10*	Word Level 3 – Advanced
	16	Excel – Formulas & Functions Basics
	16	Excel – Formulas & Functions Intermediate
	22	Excel Level 2 – Pivot Tables
DECEMBER	6*	PowerPoint Level 2 – Intermediate
	7*	Excel Level 3 – Advanced
	8*	Access Level 3 – Advanced

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