

## 2023 PROFESSIONAL DEVELOPMENT COURSES

# Hello, Spring!

Click a course title to register!

MONTH	DATE	COURSE TITLE
<b>JANUARY</b>	24	Communicating with Diplomacy & Tact I
	24*	Project Management: Applied Essentials
	24	Raising Accountability while Managing a Hybrid Team
	25	Moving from Peer to Supervisor
	25	Personality & Effective Communication
<b>FEBRUARY</b>	8*	Sit Lead II®: Managers' Role in Growing Employees
	15	Resilience: Building Skills to Endure Hardship and Prevent Burnout
	15	Navigating Challenging Personalities
	16	Keys to Supervisory Success
	22	Train the Trainer 1: The Basics of Training <b>NEW</b> <b>IN-PERSON</b>
	27	CliftonStrengths Finder: Discover Your Greatest Talent <b>NEW</b>
	28*	Crucial Conversations®: For Mastering Dialogue
<b>MARCH</b>	6	Fundamentals of Coaching
	7	Managing Multiple Priorities
	9*	Sit Lead II®: Self Leadership – Growing Your Career & Self Awareness <b>NEW</b>
	20*	Emotional Intelligence
	22	Train the Trainer 2: Designing Training <b>NEW</b> <b>IN-PERSON</b>
	28*	Dimensions of Management
<b>APRIL</b>	4	Communicating with Diplomacy & Tact I
	4	Moving from Peer to Supervisor
	6	Raising Accountability while Managing a Hybrid Team
	10*	Facilitate Virtual Learning <b>NEW</b>
	18	Feedback Fundamentals
	19	Leading Through Generational Differences <b>NEW</b> <b>IN-PERSON</b>
	19	Transformational Leadership
	24*	Project Management: Applied Essentials
	26	Train the Trainer 3: Instructor-Led Training & Platform Skills <b>NEW</b> <b>IN-PERSON</b>
27	Managing from the Middle	
<b>MAY</b>	10	Keys to Supervisory Success
	11	Navigating Challenging Personalities
	17	Managing Multiple Priorities
	31	Communicating with Diplomacy & Tact II
<b>JUNE</b>	1*	Leader as Coach
	8	CliftonStrengths Finder: Discover Your Greatest Talents <b>NEW</b>
	15	Personality & Effective Communication <b>IN-PERSON</b>
	21*	Crucial Conversations®: For Mastering Dialogue
	22	Valuing Differences <b>NEW</b>
	28*	Sit Lead II®: Self Leadership – Growing Your Career & Self Awareness <b>NEW</b>

\*Indicates a multi-day course

## 2023 TECHNOLOGY COURSES

# Technology SPRING Courses

Click a course title to register!

MONTH	DATE	COURSE TITLE
<b>JANUARY</b>	18*	Word Level 1 – Introduction
	24*	Excel New Users
<b>FEBRUARY</b>	7*	PowerPoint Level 1 – Introduction
	21*	Excel Level 1 – Introduction
<b>MARCH</b>	7*	Excel Level 2 – Intermediate
	14*	Access Level 1 – Introduction
	28	Excel Level 2 – Pivot Tables
	30	Excel Level 1 – Formulas & Functions Basics
	30	Excel Level 2 – Formulas & Functions Intermediate
<b>APRIL</b>	4*	Excel Level 1 – Introduction
<b>MAY</b>	2*	Microsoft Visio – Level 1 <b>NEW</b>
	9*	Excel Level 2 – Intermediate
	23*	Access Level 2 - Intermediate
<b>JUNE</b>	13*	Excel Level 3 - Advanced
	27*	Access Level 3 – Advanced

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## 2023 PROFESSIONAL DEVELOPMENT COURSES

# Hello, Fall!

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MONTH	DATE	COURSE TITLE
<b>JULY</b>	25	Moving from Peer to Supervisor
	26	Raising Accountability while Managing a Hybrid Team
<b>AUGUST</b>	8	Keys to Supervisory Success
	10	Communicating with Diplomacy & Tact I
	10	Critical Thinking Skills: Strategies for Improving
	15	Conflict Resolution
	17	Fundamentals of Coaching
	30*	Emotional Intelligence
<b>SEPTEMBER</b>	6	Feedback Fundamentals
	7	Managing from the Middle
	19	Managing Multiple Priorities
	20*	Sit Lead II®: Managers' Role in Growing Employees <b>NEW</b>
	26*	Crucial Conversations®: For Mastering Dialogue
	27	Valuing Differences <b>NEW</b>
<b>OCTOBER</b>	11	Communicating with Diplomacy & Tact I
	12*	Project Management: Applied Essentials
	16*	Train the Trainer: Bootcamp <b>IN-PERSON</b>
	25	Moving from Peer to Supervisor
	26	CliftonStrengths Finder: Discover Your Greatest Talents <b>NEW</b>
<b>NOVEMBER</b>	2	Keys to Supervisory Success
	6	Resilience: Building Skills to Endure Hardship and Prevent Burnout
	6*	Sit Lead II®: Self Leadership - Growing Your Career & Self Awareness <b>NEW</b>
	9	Navigating Challenging Personalities
	13	Communicating with Diplomacy & Tact II
	28*	Leader as Coach
	30	Personality & Effective Communication
<b>DECEMBER</b>	1*	Facilitate Virtual Learning <b>NEW</b>
	11	Managing Multiple Priorities
	12	Transformational Leadership

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**2023 TECHNOLOGY COURSES**

# Technology Fall Courses

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MONTH	DATE	COURSE TITLE
<b>JULY</b>	11*	Excel Level 1 – Introduction
	25*	Word Level 2 - Intermediate
<b>AUGUST</b>	1*	PowerPoint Level 2 – Intermediate
	15	Microsoft Teams <b>NEW</b>
<b>SEPTEMBER</b>	5	Excel Level 2 – Charts & Graphs
	5	Excel Level 2 – Pivot Tables
	7	Excel Level 1 – Formulas & Functions Basics
	7	Excel Level 2 – Formulas & Functions Intermediate
	12*	Microsoft Visio – Level 2 <b>NEW</b>
	19*	Access Level 2 - Intermediate
<b>OCTOBER</b>	10*	Excel Level 2 – Intermediate
	24*	Microsoft OneNote – Level 1 <b>NEW</b>
	31*	Word Level 3 – Advanced
<b>NOVEMBER</b>	14*	Excel Level 3 - Advanced
<b>DECEMBER</b>	12*	Access Level 3 – Advanced

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