



July to December 2018 Class List

Date	Time	Course Name	County	Public/ Non Profit	Private
7/11/2018	9:00am – 4:30pm	Microsoft Excel 2013 Fundamentals	\$175	\$200	\$225
7/12/2018	9:00am – 4:30pm	Microsoft Word 2013 Fundamentals	\$175	\$200	\$225
7/12/2018	1:00pm – 5:00pm	Managing within Disability Laws and Leaves (Offsite)	No Fee	NA	NA
7/17/2018	9:00am – 4:30pm	Microsoft Access 2013 Fundamentals	\$175	\$200	\$225
7/18/2018	8:30am – 12:30pm	Finances for Non-Financial Managers Part II	No Fee	\$125	\$150
7/19/2018	8:30am – 3:30pm	I-Engage: An Approach to Optimizing Professional Success	No Fee	\$200	\$225
7/19/2018	9:00am – 4:30pm	Microsoft PowerPoint 2013 Fundamental	\$175	\$200	\$225
7/24, 7/31, 8/7, 8/14, 8/21, 8/28 (Six-Day Series Program)	8:30am – 3:30pm	Supervisor Development Program (SDP)	No Fee	\$1200	\$1350
7/25/2018	8:30am – 12:30pm	Being a Successful Remote Worker	No Fee	\$125	\$150
7/25/2018	9:00am – 12:00pm or 1:00pm – 4:00pm	Microsoft Office OneNote Using Office 365	\$100	\$125	\$150
7/26/2018	9:00am – 4:30pm	Microsoft Outlook 2016 Fundamentals	\$175	\$200	\$225
7/26/2018	8:30am – 12:30pm	Strengths Based Leadership	\$25	\$125	\$150
8/1/2018	8:30am – 12:30pm	Performance Management I: Planning for Performance	No Fee	\$125	\$150
8/1/2018	9:00am – 4:30pm	Microsoft Excel 2013 Intermediate	\$175	\$200	\$225
8/2/2018	9:00am – 12:00pm	Microsoft Office 365: OneNote	\$100	\$125	\$150
8/2/2018	1:00pm – 4:00pm	Microsoft Office 365: OneDrive and Groups	\$100	\$125	\$150
8/7/2018	9:00am – 12:00pm or 1:00pm – 4:00pm	Microsoft Excel 2013: Data Analysis with Pivot Tables	\$100	\$125	\$150
8/8/2018	8:30am – 4:30pm	Performance Management II: Discipline & Documentation	No Fee	NA	NA
8/8 & 8/9 (Two-Day Course)	9:00am – 4:30pm	PowerBI	\$515	\$565	\$620
8/9/2018	9:00am – 4:30pm	Microsoft Word 2016 Fundamentals	\$175	\$200	\$225
8/9/2018	1:00pm – 5:00pm	Political Astuteness	No Fee	\$125	\$150
8/14/2018	9:00am – 4:30pm	Microsoft Excel 2016 Fundamentals	\$175	\$200	\$225



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8/15/2018	8:30am – 4:30pm	Focus Your Priorities: 5 Choices to Extraordinary Productivity	\$175	\$200	\$225
8/15/2018	9:00am – 4:30pm	Microsoft Word 2013 Intermediate	\$175	\$200	\$225
8/16/2018	8:30am – 12:30pm	Risk Management 101: Safety, Workers Compensation and Employee Wellness	No Fee	NA	NA
8/16/2018	9:00am – 4:30pm	Microsoft Access 2013 Intermediate	\$175	\$200	\$225
8/22/2018	9:00am – 2:00pm	CPR/AED/First Aid	No Fee	\$125	\$150
8/23/2018	8:30am – 10:00am or 10:30am – 12:00pm	Office Ergonomics	No Cost	\$125	\$150
8/30/2018	8:30am – 3:30pm	Coaching for Managers	\$25	\$175	\$225
8/30/2018	9:00am – 4:30pm	Microsoft Outlook 2013 Fundamentals	\$175	\$200	\$225
9/5/2018	1:00pm – 4:00pm	The Future is Now – Embracing Generational Diversity and Succession Planning (Offsite)	\$35	\$45	\$50
9/5/2018	9:00am – 12:00pm	Preventing Workplace Harassment, Discrimination and Retaliation (Offsite)	\$35	\$45	\$50
9/6/2018	9:00am – 4:30pm	Meeting and Facilitation Skills	\$175	\$200	\$225
9/11/2018	9:00am – 4:30pm	Developing and Delivering Effective Presentations	\$175	\$200	\$225
9/11/2018	9:00am – 4:30pm	Microsoft Word 2013 Fundamentals	\$175	\$200	\$225
9/12/2018	8:30am – 12:30pm	Promoting Employee Engagement	No Fee	\$125	\$150
9/12/2018	9:00am – 4:30pm	Microsoft Access 2013 Advanced	\$190	\$215	\$240
9/13/2018	9:00am – 4:30pm	Microsoft Excel 2013 Fundamentals	\$175	\$200	\$225
9/13, 9/20, 9/27, 10/4, 10/11 & 10/18	8:30am – 12:30pm	ALCO Team Lead Development Program (TLDP)	No Fee	\$750	\$900
9/18/2018	8:30am – 12:30pm	StrengthsFinder	\$25	\$125	\$150
9/18/2018	9:00am – 4:30pm	Microsoft Access 2013 Fundamentals	\$175	\$200	\$225
9/19/2018	8:30am – 4:30pm	Project Essentials: For the Unofficial Project Manager	\$175	\$200	\$225
9/25/2018	8:30am – 12:30pm	Coaching: For Non-Managers	\$25	\$125	\$150
9/25/2018	9:00am – 4:30pm	Microsoft Excel 2013 Advanced	\$190	\$215	\$240
9/26/2018	8:30am – 12:30pm	Navigating within a Civil Service System	No Fee	NA	NA
9/26/2018	9:00am – 4:30pm	Microsoft Outlook 2013 Intermediate	\$175	\$200	\$225



July to December 2018 Class List

9/27/2018	9:00am – 4:30pm	Adobe Acrobat Professional X – Fundamentals	\$235	\$255	\$275
10/2 & 10/9 (Two-Day Course)	8:30am – 4:30pm	7 Habits for Managers	\$350	\$385	\$420
10/2/2018	9:00am – 4:30pm	Microsoft Outlook 2013 Fundamentals	\$175	\$200	\$225
10/3/2018	8:30am – 12:30pm	Finances for Non-Financial Managers Part I	No Fee	\$125	\$150
10/4/2018	9:00am – 4:30pm	Microsoft Excel 2013 Intermediate	\$175	\$200	\$225
10/10/2018	8:30am – 4:30pm	Labor Relations 101	No Fee	NA	NA
10/10/2018	9:00am – 12:00pm	The Art of Writing the Performance Evaluation (Offsite)	\$35	\$45	\$50
10/10/2018	1:00pm – 4:00pm	Moving into the Future (Offsite)	\$35	\$45	\$50
10/10/2018	9:00am – 4:30pm	Microsoft PowerPoint 2013 Advanced	\$175	\$200	\$225
10/11/2018	9:00am – 4:30pm	Microsoft Word 2013 Intermediate	\$175	\$200	\$225
10/16, 10/23, 10/30, 11/6, 11/13 & 11/20 (Six Half-Day Series)	8:30am – 12:30pm	Developing the Leader in You: For the Aspiring and Emerging Leader	No Fee	\$750	\$900
10/17/2018	8:30am – 12:30pm	Writing Performance Reviews the SMART Way	\$100	\$125	\$150
10/17/2018	9:00am – 4:30pm	Microsoft SharePoint 2013 Basic	\$175	\$200	\$225
10/18/2018	9:00am – 4:30pm	Microsoft Visio 2013 Basic	\$175	\$200	\$225
10/24/2018	8:30am – 12:30pm	Managing within Disability Laws & Leaves	No Fee	NA	NA
10/25/2018	9:00am – 4:30pm	Introduction to Microsoft Windows 10	\$190	\$215	\$240
10/25/2018	8:30am – 12:30pm	Developing Effective Teams	No Fee	\$125	\$150
11/1/2018	9:00am – 4:30pm	Microsoft Excel 2013 Fundamentals	\$175	\$200	\$225
11/1/2018	8:30am – 12:30pm	Finances for Non-Financial Managers Part II	No Fee	\$125	\$150
11/1/2018	1:00pm – 5:00pm	Diversity and Inclusion	No Fee	\$125	\$150
11/6/2018	9:00am – 12:00pm	Microsoft Excel 2013: Data Analysis and Pivot Tables	\$100	\$125	\$150
11/7/2018	9:00am – 4:30pm	Microsoft Word 2013 Fundamentals	\$175	\$200	\$225
11/8/2018	8:30am – 10:00am or 10:30am – 12:00pm	Office Ergonomics	No Fee	\$125	\$150
11/14, 11/15 & 11/16 (Three-Day Program)	9:00am – 4:30pm	Project Management Boot Camp	\$900	\$1035	\$1195
11/28/2018	8:30am – 12:30pm	Writing at Work	\$100	\$125	\$150
11/28/2018	9:00am – 4:30pm	Microsoft Project 2013: Part One	\$175	\$200	\$225



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11/29, 12/6 and 12/13 (Three-day Series)	8:30am – 3:30pm	Career Essentials Series	No Fee	\$600	\$675
12/3/2018	9:00am – 12:00pm	Preventing and Responding to Sexual Harassment and Abusive Conduct	No Fee	NA	NA
12/4/2018	9:00am – 4:30pm	Microsoft Outlook 2013 Fundamentals	\$175	\$200	\$225
12/4 & 12/11 (Two-Day Course)	8:30am – 4:30pm	7 Habits of Highly Effective People	\$350	\$385	\$420
12/5/2018	9:00am – 4:30pm	Microsoft Word 2013 Advanced	\$190	\$215	\$240
12/6/2018	9:00am – 4:30pm	Adobe Acrobat Professional X – Creating PDF Forms	\$235	\$255	\$275
12/11/2018	9:00am – 4:30pm	Microsoft Outlook 2013 Intermediate	\$175	\$200	\$225
12/12/2018	9:00am – 4:30pm	Microsoft Publisher 2013	\$175	\$200	\$225
12/12/2018	1:00pm – 4:00pm	Preventing and Responding to Sexual Harassment and Abusive Conduct	No Fee	NA	NA
12/13/2018	9:00am – 4:30pm	Microsoft Excel 2013 Advanced	\$190	\$215	\$240

Registration at:
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