



Holmes Community College

# Workforce Development

January 2015-May 2015



*Educating Mississippi's  
Workforce*



# WORKFORCE FACILITIES



## **Ridgeland – D.P. “Pat” McGowan Workforce Training Center**

The \$8.5 million workforce training center was designed to meet the increasing demands for business and industry training. The 50,000 square-foot center features a multi-media room with audiovisual equipment for presentations that will seat up to 150 people. In addition to the MMR, open classroom spaces, a multi-purpose laboratory, and a conference room that will seat 20 are available for businesses to utilize at a nominal fee.



## **Grenada**

The Industrial Technology Complex on the Grenada Campus of Holmes Community College is designed to meet the training needs of individuals, businesses, and industries in the district. The 25,000 square-foot Industrial Technology Complex features a multi-media equipped seminar and training room that will seat up to 80 people. In addition to the MMR, open classroom spaces, computer lab, and conference room are available for your off-site meeting and training needs.



## **Goodman**

The Workforce Development Center is housed in the MR Thorne Career Technical Center. Working closely with Career Technical Education, Workforce Development leverages the college resources and industry partner resources to offer workforce training opportunities in the central part of Holmes Community Colleges district.



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## **GRENADA CAMPUS CLASSES OFFERED**

### **Programmable Logic Controllers II (30 hrs.)**

Location: Automation Lab Room #117

Cost: \$125.00

Meeting Days and Time: Monday, 4:30 pm – 7:30 pm

Dates: January 26 – April 6, 2015

Instructor: Nettie Coggin

Upon completion of this course, the participant should have an understanding of the operation of advanced program instructions, use of program files, troubleshooting tips, and how to use the RS Linx software to communicate with the MircroLogix, PLC 5 and the 500 series Allen Bradley PLC's. This course will build upon the principles introduced in PLC Part I.

### **Commercial Refrigeration Systems (30 hrs.)**

Location: HVAC Room # 137

Cost: \$125.00

Meeting Days and Time: Monday, 4:30 pm – 7:30 pm

Dates: January 26 – April 6, 2015

Instructor: David Hill

Upon completion of this course, the participant should have an understanding of the typical operating conditions of commercial systems such as ice makers and walk in coolers. This course will consist of lecture and hands-on practice. Topics that will be covered include general safety, controls, refrigerant management, and troubleshooting.

### **Beginning SolidWorks (30 hrs.)**

Location: CAD Lab

Cost: \$50.00

Meeting Days and Time: Tuesday, 4:30 pm – 7:30 pm

Dates: January 27 – April 7, 2015

Instructor: Tiffany Smith

Upon completion of this course, the participant should have an understanding of how to create a model using SolidWorks software. The participant will learn the different commands and how to create parts, assemblies, and drawings. This training course will use instructor lead hands-on, exercise-intensive approach to important modeling techniques and concepts.

## **Residential & Light Commercial Electrical Wiring (30 hrs.)**

Location: Room # 126

Cost: \$125.00

Meeting Days and Time: Tuesday, 4:30 pm – 7:30 pm

Dates: January 27 – April 7, 2015

Instructor: Herman Cummings

This course provides skills related to the wiring of single-family buildings. This course includes instruction and practice in service entrance installation, branch circuits, and National Electrical Code (NEC) standards for residential buildings. This course will also cover the skills related to the wiring of multifamily and small commercial buildings. This course includes instruction and practice in service entrance installation, specialized circuits, and the use of commercial raceways.

## **Shielded Metal Arc Welding (Stick) & Gas Tungsten Arc Welding (TIG) (42 hrs.)**

Location: Welding Lab Room #142

Cost: \$125.00

Meeting Days and Time: Thursday, 4:30 pm – 7:30 pm

Dates: January 29 – May 7, 2015

Instructor: Clark Faulkner

Upon completion of this course, the participant should have an understanding of hazards of SMAW & GTAW, how to set-up and maintain semi automatic arc welding unit, and make satisfactory welds in flat, vertical, horizontal, and overhead positions.

## **Industrial Electricity II (30 hrs.)**

Location: Room # 118

Cost: \$125.00

Meeting Days and Time: Thursday, 4:30 pm – 7:30 pm

Dates: January 29 – April 9, 2015

Instructor: Herman Cummings

Upon completion of this course, the participant should have a basic understanding of how to work safely with electricity, understand control circuit components, motor starters, circuit layouts and symbols, frequency drives, three phase controllers and AC and DC motor operation. This course will build upon the principles introduced in Industrial Electricity Part I.

### Grenada Contact Information

For registration and more information

Please contact: Slade Redwine @ 662-227-2349

or Roxanne Harrison @ 662-227-2350 Fax: 662-227-2291 E-mail: [sredwine@holmescc.edu](mailto:sredwine@holmescc.edu)

## **GOODMAN CAMPUS CLASSES OFFERED**

### **GMAW (MIG Welding) (30hrs)**

Location: Vocational Building

Cost: \$75.00

Meeting Days and Time: Tuesdays and Wednesdays, 6PM-9P

Dates: February 3, 2015

Instructor: Ben Lewis

### **Certified Nursing Assistant Class (8 Weeks)**

Orientation: Tuesday, February 17, 2015 at 10AM

Location: Vocational Building

Class Meeting Days and Times: Mondays & Wednesdays, 6PM

Dates: February 23, 2015 start date

### **Lineman School**

Students interested in attending in applying for the Fall 2015 lineman school should attend the mandatory informational meeting will be held on **Thursday, April 16, 2015 at 5:00pm** in the Math/Science Auditorium on the Goodman campus.

## **SKILLS ENHANCEMENT CLASSES ATTALA EDUCATIONAL CENTER--KOSCIUSKO**

### **Modular Computer Training**

Pick and choose or take them all. 4.0 CEU's awarded for taking all of the modules.

#### **Module 1: Introduction to Word 2010**

Location: Attala Educational Center-Kosciusko

Cost: \$25.00

Meeting Days and Time: Wednesdays, 5:30PM-8PM

Dates: January 28, February 4, 11, 18, 2015 (10 hours or 1.0 CEU's)

Instructor: Teresa Trussell

Learn to create different types of documents in a word processing format using Word 2010.

## **Module 2: Intermediate Word 2010**

Location: Attala Educational Center-Kosciusko

Cost: \$25.00

Meeting Days and Time: Wednesdays, 5:30PM-8PM

Dates: February 25, March 4, 18, 25, 2015 (10 hours or 1.0 CEU's)

Instructor: Teresa Trussell

More features using Word 2010.

## **Module 3: Basic Spreadsheets using Excel 2010**

Location: Attala Educational Center-Kosciusko

Cost: \$25.00

Meeting Days and Time: Wednesdays, 5:30PM-8PM

Dates: April 1, 8, 15, 22, 2015(10 hours or 1.0 CEU's)

Instructor: Teresa Trussell

Basic Spreadsheets on Excel 2010

## **Module 4: Intermediate Spreadsheets using Excel 2010**

Location: Attala Educational Center-Kosciusko

Cost: \$25.00

Meeting Days and Time: Wednesdays, 5:30PM-8PM

Dates: April 22, 29. May 6, 13, 2015 (10 hours or 1.0 CEU's)

Instructor: Teresa Trussell

More Spreadsheet features using Excel 2010.

**\*Add \$25 for the cost of CEU's whether taking one module or all modules.**

*\*More classes may be announced and/or added at a later date. Classes subject to minimum enrollment requirements.*

### **Goodman Contact Information**

**For registration and more information**

**Please contact: Earline Smith @ 662-472.9105**

**E-mail: [esmith@holmescc.edu](mailto:esmith@holmescc.edu)**

## **RIDGELAND CAMPUS CLASSES OFFERED**

### **Access 2010: Basic**

Location: Room #204

Cost: \$50.00

Meeting Days and Time: Thursday, 8:30AM-5PM

Dates: February 12, 2015

Instructor: Bill Kuriger

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.

### **Access 2010: Intermediate**

Location: Room #204

Cost: \$50.00

Meeting Days and Time: Thursday, 8:30AM-5PM

Dates: February 19, 2015

Instructor: Bill Kuriger

Expand on the power of Access by learning more about relations in databases, using lookup fields in related tables, and using advanced queries. Make your forms and reports easier to use by including calculations, graphics, combo boxes and charts. Other topics include PivotTables and PivotCharts.

### **Excel 2010: Basics**

Location: Room #204

Cost: \$50.00

Meeting Days and Time: Tuesdays & Wednesdays, 8AM-12PM

Dates: February 3 & 4, March 3 & 4, April 7 & 8, 2015

Instructor: Jayne Hust

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 setting up a worksheet and modifying it, then adding formulas, functions and formatting.

### **Excel 2010: Intermediate**

Location: Room #204

Cost: \$50.00

Meeting Days and Time: Tuesday & Wednesdays, 8AM-12PM

Dates: February 10 & 11, March 17 & 18, April 14 & 15, 2015

Instructor: Jayne Hust

Expand your knowledge of Excel! In Excel, you created, edited, formatted, and printed basic spreadsheets. You will now learn to work with charting, formatting, multiple workbooks, graphics and data management and use more of Excel's built-in functions to perform complex calculations.

### **Excel 2010: Advanced**

Location: Room #204

Cost: \$50.00

Meeting Days and Time: Tuesday & Wednesdays, 8AM-12PM

Dates: February 17 & 18, March 24 & 25, April 21 & 22, 2015

Instructor: Jayne Hust

This course enables participants to use advanced Excel 2010 functionality to: export and import data; do advanced data management; use analytical tools including Goal Seeker, Solver, and the Analysis ToolPak; use statistical functions, financial and data functions, and lookups and data tables.

### **Excel 2013: Basic**

Location: Room #114

Cost: \$50.00

Meeting Days and Time: Tuesday & Thursday, 9AM-1PM

Dates: February 3 & 5, 2015

Instructor: Chaka Turner

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 setting up a worksheet and modifying it, then adding formulas, functions and formatting.

### **Excel 2013: Intermediate**

Location: Room #114

Cost: \$50.00

Meeting Days and Time: Tuesday & Thursday, 9AM-1PM

Dates: February 10 & 12, 2015

Instructor: Chaka Turner

Expand your knowledge of Excel! In Excel, you created, edited, formatted, and printed basic



spreadsheets. You will now learn to work with charting, formatting, multiple workbooks, graphics and data management and use more of Excel's built-in functions to perform complex calculations

### **Excel 2013: Advanced**

Location: Room #114

Cost: \$50.00

Meeting Days and Time: Tuesdays & Thursdays, 9AM-1PM

Dates: February 24 & 26, 2015

Instructor: Chaka Turner

This course enables participants to use advanced Excel 2010 functionality to: export and import data; do advanced data management; use analytical tools including Goal Seeker, Solver, and the Analysis ToolPak; use statistical functions, financial and data functions, and lookups and data tables.

### **Outlook 2010**

Location: Room #204

Cost: \$50.00

Meeting Days and Time: Thursday & Friday, 9AM-1PM

Dates: January 29, 2015

Instructor: Chaka Turner

This course provides competency in creating and managing tasks; working with Calendar items; scheduling appointments, events and meetings; creating and managing notes; working with notes; using the journal and organizing outlook items. Participants will learn how to customize views/columns, hide and display header fields, set permissions, set message tracking options, customize signatures, create folders and set the rules.

### **PowerPoint 2010: Basic**

Location: Room #204

Cost: \$50.00

Meeting Days and Time: Monday & Thursday, 9AM-1PM

Dates: March 16 & 19, 2015

Instructor: Chaka Turner

You've been asked to put together a presentation using PowerPoint, and you have no idea how to begin. Get equipped with the skills to do the job. We're not talking fancy; the goal is to prepare you with the basics — how to put content on slides, add notes pages, print handouts, and get ready to present a show. The bells and whistles can come later.

## **PowerPoint 2010: Advanced**

Location: Room #204

Cost: \$50.00

Meeting Days and Time: Monday & Thursday 9AM-1PM

Dates: April 6 & 9, 2015

Instructor: Chaka Turner

Take your Power Point presentations to the next level! Are you a current Power Point user looking to develop your slideshow presentation skills? This course is what you need to link audio and visual elements to your slideshow, edit slideshows, embed and link objects and hyperlinks, and custom slide layouts.

## **Publisher 2010**

Location: Room #204

Cost: \$50.00

Meeting Days and Time: Monday, 9AM-1PM

Dates: February 9, 2015

Instructor: Chaka Turner

Learn how to create and design professional looking publications quickly and easily. This class will cover basic tasks to help you create popular and custom publications. You will learn how to apply templates, edit publications, and insert graphics and text boxes. By the end of class, you will create attractive flyers, calendars, and certificates.

## **Word 2010: Basic**

Location: Room #204

Cost: \$50.00

Meeting Days and Time: Tuesdays & Wednesdays, 8AM-12PM

Dates: February 24 & 25, 2015

Instructor: Jayne Hust

With Word, you can create professional looking documents! Learn how to create your first document in Word: type where you want to on a page, fix spelling errors, make a list, change page margins, add emphasis to some words, quickly add some style through tables, page layout, and graphics, then proof and save your work.

## **Word 2013: Basic**

Location: Room #114

Cost: \$50.00

Meeting Days and Time: Tuesday & Wednesday, 9AM-1PM

Dates: March 31 & April 1, 2015

Instructor: Chaka Turner

With Word, you can create professional looking documents! Learn how to create your first document in Word: type where you want to on a page, fix spelling errors, make a list, change page margins, add emphasis to some words, quickly add some style through tables, page layout, and graphics, then proof and save your work.

## **Internet for the Beginner**

Location: Room #114

Cost: FREE

Meeting Days and Time: Wednesday, 9AM-1PM

Dates: March 3, 2015

Instructor: Chaka Tuner

The internet is a vast, ever changing medium—some would say the most powerful tool ever created. The internet is a way to share and express information and ideas in a simple way that is accessible to nearly 2.2 billion people all over the world. This class will allow you to learn the basics of browsers, how to use a search engine, the fundamentals of website navigation, tips for online safety, and more. Basic knowledge of the mouse and keyboard is strongly suggested before taking this class.

## **Communication Skills**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Wednesday, 9AM-1PM

Dates: February 4, 2015

Instructor: Chaka Turner

In this class, you will practice and improve your verbal and written communication skills to effectively express yourself. You will learn the basics of work place communication. Some of the topics covered during this course include: communication enablers/ barriers and active/ passive listening technique.

## **Public Speaking 101**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Thursday, 9AM-12PM

Dates: January 22, 2015

Instructor: Glenda Crump

Does speaking in public stress you out? Giving speeches or presentations doesn't have to be such a frightening affair. Whether talking to colleagues, presenting to a Board of Directors, or to a large group of strangers, there are simple steps to make public speaking a better experience. After this workshop, you will leave with a better understanding of what makes for powerful speeches and presentations such as developing the right format for the occasion, starting with a strong start, using body language to connect to your audience, being flexible, the importance of knowing your audience and setting, how to answer questions in the right manner, using appropriate props, and proven techniques that ensure success and a calming of your nerves. You will leave ready to speak!

## **Time Management: Managing Your Time Well**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Tuesday, 9AM-1PM

Dates: January 20, 2015

Instructor: Chaka Turner

Personal time management skills are essential for professional success in any workplace. This training will cover crucial strategies including personal motivation, delegation skills, organizational tools and techniques and crisis management.

## **Conflict to Consensus: A Collaborative Approach to Team Decisions**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Thursday, 9AM-12:30PM

Dates: January 29, 2015

Instructor: Skip Wilson

Conflict is inevitable and is the natural result of differences of perception, beliefs, and preferences. While that sounds like bad news, the good news is that conflict can be managed. When differences begin escalating, one can take a proactive approach through collaboration to achieve consensus. Why is that important? Because, if managed well, conflict can lead to innovation, new ways of thinking and doing things. What organization can't use that?

## **Fundamentals of Dialogue: Communicating for Synergy**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Thursday, 9AM-1PM

Dates: February 12, 2015

Instructor: Skip Wilson

In our fast-paced work environment, what we say may be misunderstood and lead to unexpected and undesirable outcomes. And when we attempt to re-communicate, we are often met with resistance, withdrawal, or outright hostility. The question then becomes, How do we create an environment in which people can communicate openly, honestly, and without malice or discontent? This course explores a way to communicate that will help people to address the toughest business and workplace issues in an environment of openness and candor using a process called “dialogue,” a process requiring trust, respect, and shared meaning. The result is an environment in which workplace issues and problems can be quickly diagnosed and addressed in less time and with less effort.

## **Workplace Diversity: Celebrating Differences**

Location: Room #108

Cost: \$50.00

Meeting Days and Time: Thursday, 9AM-1PM

Dates: February 26, 2015

Instructor: Skip Wilson

A world without diversity would be bland indeed! Differences not only add spice to life, but they are key ingredients for building strong futures based on common goals. In order to grow as individuals and as a team in workplace environment, we must learn how to understand, value, and manage diversity in the workplace.

## **Five Waves of Trust: Creating, Extending, and Restoring Trust**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Thursday, 9AM-1PM

Dates: March 19, 2015

Instructor: Skip Wilson

Trust is the foundation of all enduring relationships. Without it relationships break down. Then everything takes longer to get done. In any organization, that causes costs to rise, taxing the organization’s efforts to remain competitive. But if trust is there, organizations enjoy a dividend resulting from their efforts. Things speed up; costs go down. And when you think about trust as the key leadership competency, you begin to see how powerful trust, or the lack



thereof, can be. Stephen M.R. Covey, author of the best-selling business book *The Speed of Trust*, says, “Trust is the one thing that changes everything.”

## **Resume Writing for the Potential Employee**

Location: Room #110

Cost: FREE

Meeting Days and Time: Thursday, 8AM-10AM

Dates: April 9, 2015

Instructor: Sue Malone

Are you searching for a new job? You know you have the education, experience and skills, but you're having a difficult time getting it all down on paper. Or maybe you keep applying for jobs, but feel your resume is keeping potential employers from looking your way. Or maybe you are stuck on how to write the thing to begin with! In this class, we will look at format, tips for writing a successful resume, what to include, what to leave out, and how to build a better resume. A resume that reflects all that you have to offer and hopefully obtain that job

## **Interviewing Skills for the Employer**

Location: Room #110

Cost: FREE

Meeting Days and Time: Thursday, 1PM-3PM

Dates: April 9, 2015

Instructor: Sue Malone

The job interview is a powerful factor in the employee selection process in most organizations. While it may not deserve all of the attention that it receives, the interview is still a powerful force in selecting the perfect candidate for the job. Want job interview tips to help you select the most qualified employees? These tips will help you assess the skills, experience and fit of the potential employee. We will discuss how to prepare for the interview, screening cover letters and resumes, how to assess the candidate's behavior and skills, illegal questions NOT to ask, and provide sample questions.

## **Team Based Problem Solving**

Location: Room #110

Cost: \$100.00

Meeting Days and Time: Wednesdays, 8:30AM-4:30PM

Dates: January 28; February 11; March 20; April 8; May 6; June 3, 2015

Instructor: Michael J. Harbaugh

Are you realizing your full potential? How about the people on your team? Discover a simple

and powerful way take your team's problem solving to the next level. An interactive workshop based introduction to the proven "8-D" team-based problem solving process, designed to help participants: establish an effective and fact-based approach to problem solving; understand the objectives of each of the eight disciplines; clearly define a standardized reporting format; outline the appropriate statistical methods for each step in the problem solving process.

## **Project Management Institute- PMP Boot Camp**

Location: Room #108

Cost: \$1,000 for PMICMS members and \$1,250 for non-members.

Meeting Days and Time: Wednesdays & Thursdays, 8AM-5PM

Dates: January 21, 22, 28, & 29

Instructor: Jim Shelton

During this four day intensive class, the following modules will be covered: Foundational Concepts, Process Framework, Integration Management, Scope Management, Time Management, Project Network Diagrams, Cost Management, Earned Value, Quality Management, Human Resources Management, Procurement Management and Stakeholder Management.

### ***SPECIAL REGISTRATION INSTRUCTIONS:***

*Please direct any inquiries to Jim Shelton at [vpeducation@pmicmsn.org](mailto:vpeducation@pmicmsn.org)*

## **SHRM Learning Systems**

Location: Room #110

Cost: \$975.00 (SRHM and CAHRA members: \$925.00)

Meeting Days and Time: Tuesdays, 6PM-PM—16 Weeks

Dates: February 3-May 19, 2015 (class does not meet March 10)

Instructor: Sara Jane Hope

Our course is based on the NEW 2015 SHRM Learning System for SHRM-CP/SHRM-SCP. Comprised of comprehensive learning modules teaching the SHRM Body of Competency and Knowledge™ (SHRM BoCK™), and online resources, these study materials 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.

## **2-for-1 Series**

These interactive and energetic workshops are meant to be together! Like peanut butter and jelly, these sessions are strategically placed together to get the most impact and bang for your buck. Two topics that just fit come together to make the most of your learning experience. When you sign up for one of these classes, you actually are getting two classes in one.

### **Row, Row, Row Your Boat! and What is a Leader?**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Tuesday, 8:30AM-12:30PM

Dates: February 17, 2015

Instructor: Dianne Dyar

*Row, Row, Row Your Boat!:* This high energy session takes the lines of a popular children's song and inspirational quotes to help participants chart their course for success and have fun along the way!

*What is a Leader?:* Leadership is a choice and everyone has the potential to be a leader within their organization. This interactive session provides 12 steps to becoming a leader as well as challenging participants to reach higher than they can imagine!

### **W.H.A.T.....Customer Service! and Celebrate!**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Tuesday, 8:30AM-11:30PM

Dates: March 17, 2015

Instructor: Dianne Dyar

*W.H.A.T.... Customer Service!:* In a fast-paced society, often the common courtesies of customer service are last on everyone's list. Welcome, Hear, Accomplish, and Thank are the foundation for great customer service. Participants will discover new methods for excelling at customer service regardless of their job description! This session is great for frontline employees of any business.

*Celebrate!:* Having fun at work creates a more productive work environment, happier employees, and ultimately, returning customers! Grocery store finds are the basis for tips you'll take back to the workplace for fun and celebrating!

### **What You See is What You Get! and Who Burned the Popcorn?**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Thursday, 8:30AM-11:30AM

Dates: April 16, 2015

Instructor: Dianne Dyar

*What You See is What You Get!:* What is your professional image and your brand? Do others see you through your appearance, behavior, communication skills and body language? Activities in this session help participants get to the next level in management!

*Who Burned the Popcorn?:* We spend a lot of time at work and often forget that good manners are taken for granted in the workplace. A high-energy, interactive session uses the alphabet to address common problems that may arise when two or more are gathered together to work!

## **DIY: What's in Your Toolbox? and Change=Opportunity**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Thursday, 8:30AM-11:30AM

Dates: May 14, 2015

Instructor: Dianne Dyar

*DIY: What's in Your Toolbox?:* Visual reminders are great way to emphasize tools for success! Using a toolbox and all the tools needed to achieve success, participants will focus on their tools for creating success!

*Change = Opportunity:* The word change often brings to mind negative images. Participants will use the word opportunity to develop techniques that focus on the positives in life! This session is a hands-on, interactive session.

## **Excellence Team Leadership Series**

This interactive workshop series is based on the Center for Continuous Improvement's (CCI) nationally recognized leadership development process that has yielded measurable positive results in more than 110 different industries over the past 30+ years. This series is designed to develop the full potential of those who are in or are making the transition into a leadership role by helping them internalize known best practices for achieving measurable results with and through others. Each concept can be presented alone, or can be grouped together with one or more other topics. Collectively this workshop series represents a body of work that, when combined with the CCI Leadership Action Plan series, can be applied toward earning a Certified Team Leader designation.

### **Excellence Team Leadership Series:**

#### **Workshop 1 - What Is *Successful Team Leadership?***

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Monday, 8:30AM-12:30PM

Dates: January 26, 2015

Instructor: Michael J. Harbaugh

Today's Team Leader is perhaps even more critical to the success of the organization than ever before. Participants in Workshop 1 will gain an understanding of the best practices for what is required to be successful as a team leader. In Role and Function, participants will understand the five elements in the continuous cycle of team leadership. In Meeting Today's Leadership Challenges, participants will self-assess against criteria required for success in leading others in today's complex work environment and develop an action plan to address development gaps. you're Ability To Lead provides participants with key concepts necessary to achieve desired results with and through others, and will help them internalize what is necessary for them to become the person that the position demands.

### **Excellence Team Leadership Series:**

#### **Workshop 2 - Preparing Yourself For Team Leadership Success**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Monday, 8:30AM-12:30PM

Dates: February 9, 2015

Instructor: Michael J. Harbaugh

Why do so many team leaders live daily with frustration, failure, and want? Primarily because they haven't been properly prepared to be successful in the role of team leader. Upon completion of Workshop 2 participants will have acquired knowledge in three important areas. Balance focuses on leveraging the natural goal-seeking nature of participants to drive the emotional and intellectual changes necessary to be successful in their role as a team leader. Authority and Power will provide participants with an understanding of how to grow and use their personal power judiciously. Participants will also analyze the three categories of formal leadership, make decisions on what type of leader they want to become within this framework, and develop specific goals and action steps necessary to achieve that objective.

### **Excellence Team Leadership Series:**

#### **Workshop 3– Lead Others? First Lead Yourself**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Monday, 8:30AM-12:30PM

Dates: February 23, 2015

Instructor: Michael J. Harbaugh

Fortunately, most team leaders already possess most of what they need to keep from being limited in their personal and professional growth. Workshop 3 leverages this truth by adding three more critical competencies to the leader's toolbox. Participants will learn how to evaluate their three 'selves' and understand the role and power of early conditioning on their



attitudes and behaviors. Two team leaders can see the same situation differently; one sees the glass half empty, another glass half full. Participants will learn the value of consistent optimism and the tools that will guarantee their ongoing success. The Ladder of Success details the four 'rungs' that must be scaled in order to become successful as a Team Leader. Each rung requires specific emotional and intellectual transitions that move the individual towards success in their formal leadership role.

### **Excellence Team Leadership Series:**

#### **Workshop 4 - Goal Setting For Success**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Monday, 8:30AM-12:30PM

Dates: February 25, 2015

Instructor: Michael J. Harbaugh

Ironically, most people spend more time and energy planning a one-week vacation than to planning the other 51 weeks of the year. Workshop 4 will provide leadership knowledge in three key areas necessary to achieve more goals more often. Participants will learn the time-tested WHYSMART process for setting goals that will substantially improve their ability to get results faster, easier, and cheaper than if they continue to do things the same way they have always done them. They will also discover the four types of goals and an easy to remember set of criteria to test their goals against in order to determine the likelihood of achievement. Developing Your GPS provides critical tools and a consistent framework for the decision making and problem solving that is necessary to achieve any personal, professional, and organizational goal.

### **Excellence Team Leadership Series:**

#### **Workshop 5– Turning Solutions Into Action**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Monday, 8:30AM-12:30PM

Dates: March 23, 2015

Instructor: Michael J. Harbaugh

Knowledge is not power, applied knowledge is power. This workshop will provide leadership knowledge in three areas, focusing on the key best practices necessary to turn ideas into goals, goals into action steps, and action steps into desired results. Most people deal with the issue of procrastination at one level or another. For those who are new to leadership this can be one of the most devastating effects of their fear and frustration. Workshop 5 participants will learn the causes and most effective tools for overcoming the habit of procrastination, and for

developing the courage necessary to overcome obstacles

### **Excellence Team Leadership Series:**

#### **Workshop 6 - Leveraging the Power of Organizational Goals**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Monday, 8:30AM-12:30PM

Dates: April 6, 2015

Instructor: Michael J. Harbaugh

Organizational goals provide the purpose and the direction for the organization. As they are carried through every department, business unit, or division, they provide the cornerstone to the organizational structure. They give people something they can sink their teeth into, provide guidelines for achievement and recognition, and promote pride in the organization. In Workshop 6 participants will learn what organizational goals are, why they are important, and how they can harness their power to achieve exceptional performance in their area of responsibility.

### **Excellence Team Leadership Series:**

#### **Workshop 7 - Making the Most of Your Time**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Monday, 8:30AM-12:30PM

Dates: April 20, 2015

Instructor: Michael J. Harbaugh

The great dividing line between a team leader's successes and failure can be summed up in five words: "I did not have time." A team leader's most precious commodity is time. Whether they manage time, or time manages them... whether they stay ahead of things or fall farther and farther behind... in a large degree depends on how they invest the available seconds, minutes, and hours of their workday. Workshop 7 participants will self-discover their time management skills and gaps, understand the best practices of time management, and develop time strategies that will help them get more done in less time with less stress on themselves and others.

### **Excellence Team Leadership Series:**

#### **Workshop 8– Motivation and Confidence**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Monday, 8:30AM-12:30PM

Dates: May 4, 2015

Instructor: Michael J. Harbaugh

Motivation is defined as a circumstance or set of circumstances that prompts an individual to act in a certain way, or it is the reason explaining an individual's thoughts, feelings, actions, or behaviors. Participants will learn how to identify what motivates themselves and their team members individually, and as a group. They will leave Workshop 8 with a clear understanding of the most effective strategies for creating a motivational environment for their team. Workshop 8 will develop participant's confidence to actualize what they have learned through specific goals and action steps to make positive changes in the way they interact with their team members, peers, and manager

### **Excellence Team Leadership Series:**

#### **Workshop 9 - Building a Successful Team**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Monday, 8:30AM-12:30PM

Dates: May 18, 2015

Instructor: Michael J. Harbaugh

Everyone in an organization plays an important role in its overall performance. It is no longer enough to be good, you must be exceptional. It is no longer enough to have satisfied customers, you must seek to develop loyal and delighted customers. It is no longer enough to maintain... you must be aggressive, responsive, and quick. The role of an effective team leader is to build the best, strongest, and most productive team possible. Workshop 9 participants will discover the key requirements for analyzing and creating a skilled team with a high level of trust. They will learn principles for effective delegation and the power of using delegation as a way to develop their people individually and as a team. Lastly, participants will leave with a set of guiding principles for creating a positive professional relationship with the manager to whom they report.

### **Excellence Team Leadership Series:**

#### **Workshop 10 - Creating and Sustaining Top Performance**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Monday, 8:30AM-12:30PM

Dates: June 1, 2015

Instructor: Michael J. Harbaugh

By making the commitment to develop their team, a team leader will have better and more productive employees, a boss who's impressed with their abilities, and more time, less work,

and less pressure. Team members need and want opportunities to grow and develop. Workshop 10 provides participants with the understanding of the critical elements for creating and sustaining a high performance team of people. From establishing expectations, to providing continuous feedback, to providing individualized reinforcement, participants will leave with a set of goals and action steps necessary to implement the ideas and concept in the real world.

### **Excellence Team Leadership Series:**

#### **Workshop 11 - Employee Evaluation And Discipline**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Monday, 8:30AM-12:30PM

Dates: June 15, 2015

Instructor: Michael J. Harbaugh

When properly done, employee evaluations can help a team leader motivate team members to higher levels of performance. When performance is measured, performance tends to increase. When performance is measured and the results are shared with the individual, or the individual is involved in the measurement, the performance evaluation process results increase dramatically. Participants will leave Workshop 11 with knowledge of the best practices for setting and utilizing performance measurement standards, and getting the most positive results possible from performance evaluations and disciplinary actions.

### **Excellence Team Leadership Series:**

#### **Workshop 12 - Making Decisions and Solving Problems**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Monday, 8:30AM-12:30PM

Dates: June 29, 2015

Instructor: Michael J. Harbaugh

Team leaders make decisions and deal with problems every day that impact their team's or their department's results. Over a period of weeks, months, and years those decisions can cost the organization many thousands of dollars, or worse. Workshop 12 is designed to provide participants with a foundation of principles that will help them make better decisions faster. They will also leave with a process for objectively analyzing decisions, problems, and their impact, that will give them the tools and confidence to apply the process effectively in their daily lives.

## **The Manager As A Leader Series**

This interactive workshop series is based on the Center for Continuous Improvement's (CCI) nationally recognized leadership development process that has yielded measurable positive results in more than 110 different industries over the past 30+ years. This series is designed to develop the full potential of those who are in or are making the transition into a mid- or upper-level management role by helping them internalize known best practices for achieving measurable results with and through others. Each concept can be presented alone, or can be grouped together with one or more other topics. Collectively this workshop series represents a body of work that, when combined with the CCI Leadership Action Plan series, can be applied toward earning a Certified Management Leader designation.

### **The Manager As A Leader:**

#### **Workshop 1 - The Manager as a Leader**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Tuesday, 8:30AM-12:30PM

Dates: January 27, 2015

Instructor: Michael J. Harbaugh

Countless sources document the critical shortage of managerial talent. Unfortunately, there are a great number of managers, but few who are acknowledged as great leaders. Managerial talent is defined as the behavior exhibited by a manager that increases the amount of productive, results-oriented and profitable behavior on the part of others in an organization on a daily basis. Are you able to show measurable results that impact the success and strategic direction of your organization? The primary challenge facing managers today is in the creation of an environment, a climate, and a culture where your people can satisfy their personal needs and achieve personal goals while accomplishing desired organizational results.

### **The Manager As A Leader:**

#### **Workshop 2 - Goal Setting for Success**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Tuesday, 8:30AM-12:30PM

Dates: February 10, 2015

Instructor: Michael J. Harbaugh

Ironically, most people spend more time and energy planning a one-week vacation than to planning the other 51 weeks of the year. Workshop 2 will provide leadership knowledge in three key areas necessary to achieve more goals more often. Participants will learn the time-tested WHYSMART process for setting goals that will substantially improve their ability to get results faster, easier, and cheaper than if they continue to do things the same way



they have always done them. They will also discover the four types of goals and an easy to remember set of criteria to test their goals against in order to determine the likelihood of achievement. Developing Your GPS provides critical tools and a consistent framework for the decision making and problem solving that is necessary to achieve any personal, professional, and organizational goal.

### **The Manager As A Leader:**

#### **Workshop 3 - Turning Solutions Into Action**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Tuesday, 8:30AM-12:30PM

Dates: February 24, 2015

Instructor: Michael J. Harbaugh

Knowledge is not power, applied knowledge is power. This workshop will provide leadership knowledge in three areas, focusing on the key best practices necessary to turn ideas into goals, goals into action steps, and action steps into desired results. Most people deal with the issue of procrastination at one level or another. For those who are new to leadership this can be one of the most devastating effects of their fear and frustration. Workshop participants will learn the causes and most effective tools for overcoming the habit of procrastination, and for developing the courage necessary to overcome obstacles.

### **The Manager As A Leader:**

#### **Workshop 4 - Organizational Goal Setting**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Tuesday, 8:30AM-12:30PM

Dates: February 26, 2015

Instructor: Michael J. Harbaugh

Organizational goals provide the purpose and the direction for the organization. As they are carried through every department, business unit, or division, they provide the cornerstone to the organizational structure. They give people something they can sink their teeth into, provide guidelines for achievement and recognition, and promote pride in the organization. In Workshop participants will learn what organizational goals are, why they are important, and how they can harness their power to achieve exceptional performance in their area of responsibility. They will leave with an understanding of the three most important categories of organizational goals and have developed their own individual goals for each.

**The Manager As A Leader:  
Workshop 5 - Time Strategies**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Tuesday, 8:30AM-12:30PM

Dates: March 24, 2015

Instructor: Michael J. Harbaugh

The great dividing line between a leader's successes and failure can be summed up in five words: "I did not have time." A leader's most precious commodity is time. Whether they manage time, or time manages them... whether they stay ahead of things or fall farther and farther behind... in a large degree depends on how they invest the available seconds, minutes, and hours of their workday. Workshop participants will self-discover their time management skills and gaps, understand the best practices of time management, and develop time strategies that will help them get more done in less time with less stress on themselves and others.

**The Manager As A Leader:  
Workshop 6 - Project Management**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Tuesday, 8:30AM-12:30PM

Dates: April 7, 2015

Instructor: Michael J. Harbaugh

Project Management is the discipline of organizing and managing a department's, division's, or business unit's resources, its people, in such a way that projects are completed on time, within budget, and with a defined scope to achieve desired results. The overall objective of most projects is to create value or opportunity that results in some kind of financial gain. Clearly know where you are going and what resources are necessary to get there provides the road map necessary for success. Participants will leave with a clear definition and an understanding of the best practices associated with Project Management

**The Manager As A Leader:  
Workshop 7 - Motivation and Confidence**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Tuesday, 8:30AM-12:30PM

Dates: April 21, 2015

Instructor: Michael J. Harbaugh

Motivation is defined as a circumstance or set of circumstances that prompts an individual to act in a certain way, or it is the reason explaining an individual's thoughts, feelings, actions, or behaviors. Participants will learn how to identify what motivates themselves and their team members individually, and as a group. They will leave Workshop 8 with a clear understanding of the most effective strategies for creating a motivational environment for their team. Workshop 7 will develop participant's confidence to actualize what they have learned through specific goals and action steps to make positive changes in the way they interact with their team members, peers, and manager.

**The Manager As A Leader:  
Workshop 8—Decision Making**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Tuesday, 8:30AM-12:30PM

Dates: May 5, 2015

Instructor: Michael J. Harbaugh

Managers make decisions and deal with problems every day that impact their team's or their department's results. Over a period of weeks, months, and years those decisions can cost the organization many thousands of dollars, or worse. Workshop 8 is designed to provide participants with a foundation of principles that will help them make better decisions faster. They will also leave with a process for objectively analyzing decisions, problems, and their impact, that will give them the tools and confidence to apply the process effectively in their daily lives.

## **The Manager As A Leader:**

### **Workshop 9- Transactional Analysis for Managers**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Tuesday, 8:30AM-12:30PM

Dates: May 19, 2015

Instructor: Michael J. Harbaugh

Much has been written about the power of the human mind, its effect on recovering from illness, overcoming obstacles in life, and ultimately determining success your success for failure. Yet very little practical information has been made available that tells you how to understand and develop this potential in yourself and others. This workshop provides participants with a practical approach to understanding Transactional Analysis that will help them apply the theory and improve real-life performance.

## **The Manager As A Leader:**

### **Workshop 10 - Communications**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Tuesday, 8:30AM-12:30PM

Dates: June 2, 2015

Instructor: Michael J. Harbaugh

The purpose for any type of communication is to prompt some form of behavioral response or action. It is the exchange of ideas between two people. Effective communication involves total understanding, not just telling someone something. Studies shows that managers under-communicate by a factor of ten during routine operation. When change happens that factor grows exponentially. Why is it that, when people in organizations are surveyed, poor or non-existent communicate ranks as the top problem? This workshop will provide participants with a solid understanding of the key principles of effective communication and written specific goals to apply the learning in everyday situations.

## **The Manager As A Leader:**

### **Workshop 11 - Dealing with Negative Behavior**

Location: Room #110

Cost: \$50.00

Meeting Days and Time: Tuesday, 8:30AM-12:30PM

Dates: June 16, 2015

Instructor: Michael J. Harbaugh

One bad apple can spoil the whole bushel. The symptom is that most managers either ignore or try to wish a person's negative behavior away, the problem is that managers don't have an understanding of what causes negative behavior and how to effectively deal with it. Over time, this leads to frustration among the rest of their employees. Participants in this interactive workshop will leave with a set of tools and actions that they can use and begin to apply immediately in dealing with negative behavior in their team.

## **NIGHT CLASSES**

### **Excel 2010: Basics**

Location: Room #204

Cost: \$50.00

Meeting Days and Time: Tuesdays & Thursdays, 6PM-8PM

Dates: February 10 & 12 & 17 & 19, 2015

Instructor: Mary Katherine Shipp

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 setting up a worksheet and modifying it, then adding formulas, functions and formatting.

### **Excel 2010: Intermediate**

Location: Room #204

Cost: \$50.00

Meeting Days and Time: Tuesday & Thursdays, 6PM-8PM

Dates: March 17 & 19 & 24 & 26, 2015

Instructor: Mary Katherine Shipp

Expand your knowledge of Excel! In Excel, you created, edited, formatted, and printed basic spreadsheets. You will now learn to work with charting, formatting, multiple workbooks, graphics and data management and use more of Excel's built-in functions to perform complex calculations.

### **Excel 2010: Advanced**

Location: Room #204

Cost: \$50.00

Meeting Days and Time: Tuesday & Thursdays, 6PM-8PM

Dates: April 14 & 16 & 21 & 23, 2015

Instructor: Mary Katherine Shipp

This course enables participants to use advanced Excel 2010 functionality to: export and import data; do advanced data management; use analytical tools including Goal Seeker, Solver, and the Analysis ToolPak; use statistical functions, financial and data functions, and lookups and data tables

### Contact Information

For registration and more information for these class offerings:

Please contact: Rachel Deer @ 601-605-3387

E-mail: rdeer@holmescc.edu

To register, email the following information to rdeer@holmescc.edu:

Your name, email, address, phone number, and organization/company plus course title and date, plus billing information.

Once your registration has been received, you will receive a confirmation email within 24-48 hours. Reminders will also be sent 48 hours prior to the event.

We accept cash, check, and debit/credit cards. Payment **must be** received prior to the start of class unless other rearrangements have been made

(i.e. company billing)

*\*More classes may be announced and/or added at a later date.*

*Classes subject to minimum enrollment requirements.*

## **RIDGELAND CAMPUS**

**SEVERAL MAINTENANCE TECHNICAL CLASSES ARE  
OFFERED ON DEMAND SUCH AS:**

Welding  
Forklift  
Hydraulics  
AutoCAD  
PLC  
Machine Shop  
Blueprint

### Contact Information

For registration and more information for these class offerings:

Please contact: Angela Crain @ 601-605-3370

E-mail: [acrain@holmescc.edu](mailto:acrain@holmescc.edu)

## **CONCRETE MIXER TRUCK DRIVER PROFESSIONAL PROGRAM**

This 8-10 week program teaches basic customer service skills, quality assurance, proper safety technique, knowledge in the basics of concrete, and driving a commercial vehicle. Interested participants in this program should possess a solid work ethic based on a positive attitude, good communication, aptitude and decision skills, commercial drivers learners permit; and a high school diploma or GED is desired but not required.

Participants will receive training for a commercial driver's license, First Aid/CPR certification; and a National Ready Mix Concrete Association Concrete Delivery Professional certification. Upon completion, drivers can be placed in any ready mix business across the state of Mississippi or the southeast United States.

Please contact: Angela Crain @ 601-605-3370

E-mail: [acrain@holmescc.edu](mailto:acrain@holmescc.edu)

**McGowan Workforce Building  
Ridgeland Campus  
Room Fees**

Standard classrooms rent for \$200 per day.

Room 108 – seats up to 18

Room 110 – seats up to 24

Room 112 – seats up to 16

Room 116 – seats up to 18

Room 111 – seats up to 30 to 40

Room 120 – seats up to 16 to 20

Room 130 (MMR) – Seats up to 100 with tables and chairs or 150 with chairs only – Rent Fee is \$400 per day

**Computer Labs Rent for \$250 per day:**

Room 114 – seats up to 16

Room 204 – seats up to 18

**Conference room rents for \$250 per day:**

Room 103- seats up to 13

*Room reservations are for the D.P. Pat McGowan Training Center located on the Holmes Community College– Ridgeland Campus. Prices are subject to change without notice. Limited availability.*

*To inquire about making a reservation or for questions, call 601.605.3431*

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