

Workplace Topics - classes are 8:30 a.m. – 5 p.m.

April 3	It's Okay to Be the Boss	May 1	Confident Communicator
April 17	The Powerful Coach	May 15	The Great Workplace
April 23	SHRM Essentials Part I	May 22	Accidental Project Manager
April 30	SHRM Essentials Part II		
		June 5	The Language of Leadership
		June 12	Writing the Right Stuff
		June 26	From Feared to Cheered

Microsoft Office / Excel 2016 Courses – classes are 8:30 a.m. – 5 p.m.

February 6	Basic Excel	April 16	Advanced Excel
February 19	Intermediate Excel	April 25	Basic Excel
February 27	Advanced Excel		
		May 1	Intermediate Excel
March 20	Basic Excel	May 14	Microsoft Office - overview
March 28	Intermediate Excel		

Spanish for Beginners – classes are 6 p.m. – 8 p.m.

February 5 - April 2 – Spanish for Beginners I (Tuesday nights)
April 3 - May 22 – Spanish for Beginners II (Wednesday nights)

- To Enroll/Register: visit <http://hccapp.holmescc.edu/workforce/index.cfm> Each student must use this link to create a profile and then select/add the class(es) in which they wish to enroll.
- To arrange class payment and secure your enrollment, please contact Melissa Love at 601-605-3387, or email mlove@holmescc.edu. (we are in the process of getting this added as part of the online system)
- Methods of Payment:
 - we can take card payments via phone – 601-605-3387
 - You may mail or deliver payments to: Melissa Love, Holmes Community College, McGowan Workforce Training Center, 412 West Ridgeland Avenue, Ridgeland, MS 39157
 - If you need an invoice, please email me the business name, contact name, address, etc., and the desired course names(s) and number of attendees.

The Confident Communicator**May 1 - 8:30-5 pm - \$65**

Professionals in all fields are looking for the edge that will sharpen their chances of being more successful. Since competition is tough for better positions, valued promotions, key team memberships, or even coveted assignments, they must find a way to stand out from the crowd. Confident communication and professional presence are on the top of the list of characteristics that increase the probability of a successful career—no matter what field, no matter what level of position, no matter what gender or race. Confident communication requires self-awareness and an understanding of knowing what to say and when to say it. Being able to make the distinctions between response styles and defensive tactics is essential. Confident communication can be learned and this course is the place to do it! You'll start by identifying the characteristics, qualities, and benefits of confident communication as well as assess your self-confidence and professional presence

The Accidental Project Manager**May 22- - 8:30-5 pm - \$65**

Are you often asked to manage a project yet you are not really a project manager? Are you not sure where to start? This course will assist you with the basics of project management beginning with visualizing the project and ending with evaluating the results. We will cover the four basic steps: visualize, plan, implement, and close while working through an "in-class" project that everyone can relate to and enjoy. Learn how to communicate with project stakeholders and the project team. Become familiar with the language of project management and how to plan for better project success. *** This course is basic project management and will not result in Project Management Certification or proficiency in using Microsoft Project software.

Writing the Right Stuff**June 12- - 8:30-5 pm - \$65**

Have your high school English classes escaped you? Do you rely on your computer to tell you whether your grammar and punctuation are correct? You know, your computer isn't always right—so it is helpful to remember the basics. This class will help you to avoid some common sentence building issues, to use the right verbs in the right way, to choose the right word for the purpose, and to practice proper punctuation. In addition, some basic business writing techniques and e-mail guidelines will be reviewed. You will come away with the tools you need to improve your written communication with others.

It's Okay to Be the Boss**April 3 - 8:30-5 pm - \$99**

Too many managers and supervisors are failing to lead, manage, and supervise. They're afraid to, or they don't want to, or they just don't know how to. In today's workplace, there is a shocking and profound lack of daily guidance, direction, feedback, and support for employees. In other words, employees are under-managed. In this workshop, managers are taught that empowerment is not an excuse for under management. This step-by-step program shows managers how to: get in the habit of managing every day; learn to talk like a performance coach; take it one person at a time; make accountability a real process; tell people what to do and how to do it; track performance every step of the way; solve small problems before they turn into big ones; and do more for some people and less for others. Managers will leave the workshop ready to embrace the crucial responsibility

The Powerful Coach**April 17** - 8:30-5 pm - \$65

Everyone is a coach. If you are a boss, a parent, or a friend, you have at some time provided another person with advice, instructions, or feedback of some sort. Some of us are better at it than others. We have all had our favorite coaches and many of us have had some that we wish we could forget. Regardless of which category they fall, these people made an impact on our lives. That is what coaches do—make a difference on the lives of others and they are essential to employees feeling engaged at their workplaces. As with everything, there are techniques that make coaches more effective. There are words and actions that have a greater impact than others. There are beliefs and values that must be present so that others want to carry out the actions that you, as their coach, are seeking to accomplish. Coaches must be able to assess, communicate, evaluate, encourage, and support. And, they must do all those things honestly, consistently, and with caring.

From Feared to Cheered**June 26** - 8:30-5 pm - \$65

As a manager, you probably consider the worst part of your job is completing performance appraisals and giving feedback to employees. Did you know that employees list receiving more feedback as one of the top things they want from their jobs? Performance appraisals and feedback, if done correctly, are supposed to be for developing employees rather than disciplining them. In *From Feared to Cheered*, learn how to properly prepare for performance reviews and how to give feedback on a continuous basis to increase the engagement of your employees. Learn how employees can participate in the process so that they become something to look forward to rather than to dread!

The Language of Leadership**June 5** - 8:30-5 pm - \$65

Many leaders think of communication as an activity rather than a means to outcomes. Our focus should be on how we want others to think and feel and what we want them to do because of our communication. This requires connecting with others and creating understanding, support, and acceptance. This session will provide you with practical tips to enhance your communication—and your leadership.

SHRM Essentials**April 23rd (part 1) and April 30th (part 2)**

8:30 -5 pm - \$460

New to Human Resources? Wanting to learn more about what is required. This basic class in Human Resources covers six of the competencies included in the Society of Human Resources Management Book of Knowledge. Introductory information will be provided in the background of human resources, talent acquisition, total rewards, learning and development, performance management, and employment law. This course will help you decide whether or not you would like to pursue further training in the Human Resources area. While this course is presented by the Society of Human Resource Management, this is **not** the preparation course for taking the SHRM-CP or SHRM-SCP.

The Great Workplace**May 15** - 8:30-5 pm - \$99

As companies seek to create and sustain a highly engaged and committed workforce, the most effective companies focus on their workplace as a key element of that strategy. This workshop will work with

managers in examining the behaviors that create a great workplace. It will examine the best practices of the best companies and give concrete, tangible examples of how organizations have successfully created a high trust culture. The Great Workplace shows that, more than offering great pay and quirky perks, a great workplace is one where employees trust the people they work for, take pride in what they do, and enjoy the people they work with. The class includes a leadership self-assessment to measure the likelihood that your employees experience a wonderful place to work. Participants in the class will gain practical tools for improving the quality of their work environment.

Microsoft EXCEL 2016: BASIC

March 20, April 25

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 getting started with Microsoft Office Excel 2013, performing calculations, setting up a worksheet and modifying it, then adding formulas, functions and formatting, managing a workbook and printing a workbook.

Microsoft EXCEL 2016: Intermediate

February 19, March 28, May 1

This course is designed for students who already have foundational knowledge and skills in Excel 2013 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Microsoft EXCEL 2016: Advanced

February 27, April 16

This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. You will automate some common Excel tasks, analyze data sets, troubleshoot errors, collaborate on worksheets with other users, audit worksheets, work with multiple workbooks, import and export data and share Excel data with other applications such as the web.

Microsoft Office 2016: Overview of the Office Suite

May 14

Have you ever wondered how you could be better utilizing your Microsoft Office software? Are you wanting to get more out of the applications, such as Word and PowerPoint? Most of us use the basic functions of these, and this course may teach us a bit more about each one's primary functions, as well as some tips and tricks along the way.

Spanish for Beginners I

Tuesday nights, February 5 - April 2, 6 p.m. – 8 p.m.

The course is an introduction to phonetics, speaking & writing of the Spanish language.

Spanish for Beginners II

Wednesday nights, April 3 - May 22, 6 p.m. – 8 p.m.

The course is designed for those who have completed 'Spanish for Beginners I' and/or those who have some background or knowledge with Spanish language, but would like a refresher and/or would like to build on their Spanish language skills.

Are you interested in teaching a class? Email mlove@holmescc.edu your resume.