



To Enroll!

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SUMMER 2015

Supervisory/Management Training/Professional Development

<p><u>Conflict to Consensus</u> Cost: \$50.00 Meeting Days and Time: Thursday, 9:00AM-12:30PM Dates: June 11, 2015 Instructor: Skip Wilson</p>	<p>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.</p> <p>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?</p>
<p><u>Five Waves of Trust</u> Cost: \$50.00 Meeting Days and Time: Thursday, 9:00AM-1:00PM Dates: June 25, 2015 Instructor: Skip Wilson</p>	<p>Trust is the foundation of all enduring relationships. Without trust those relationships break down. When relationships break down, 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.</p> <p>And when you think about trust as the key leadership competency for the 21st Century, you begin to see how powerful trust, or the lack thereof, can be. Stephen M.R. Covey, author of the best-selling business book <i>The Speed of Trust</i>, says, "Trust is the one thing that changes everything."</p>
<p><u>Process Improvement--The PDCA Cycle</u> Cost: \$50.00 Meeting Days and Time: Tuesday, 9:00AM-4:00PM Dates: July 14, 2015 Instructor: Skip Wilson</p>	<p>Process improvement is vital for effective operations, regardless of the business. Yet, too often employees are unable to effectively engage in these activities because they either don't know or don't know how to apply basic tools and techniques.</p> <p>This basic course on process improvement is hands-on, interactive, and engaging. It challenges participants to achieve improvement in cycle time and quality through a series of "trial runs" building a model.</p> <p>Participants not only learn the concepts, they put them to use in the training room through</p>

	practical exercises, driving the learning deep for real-world application.
<p><u>Team Based Problem Solving</u> Cost: \$100.00 Meeting Days and Time: Wednesday, 9:00AM-4:00PM Dates: May 20, 2015 Instructor: Michael Harbaugh</p>	<p>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.</p>
<p><u>Workshop – Dealing with Negative Behavior</u> Tuesday, June 16, 2015 8:30 a.m. – 12:30 p.m.</p> <p>Materials Cost: \$50 (provided in both written & audio format)</p> <p>The Role of Emotions The Environment Creating a Problem Solving Environment</p> <p>Facilitator: Michael J. Harbaugh</p>	<p>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.</p>
<p><u>Workshop - Employee Evaluation And Discipline</u> Monday, June 15, 2015 8:30 a.m. – 12:30 p.m.</p> <p>Materials Cost: \$50 (provided in both written & audio format)</p> <p>Conducting The Evaluation Measuring Performance Discipline That Gets Results</p> <p>Facilitator: Michael J. Harbaugh</p>	<p>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.</p> <p>Participants will leave Workshop 11 with a 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.</p>
<p><u>Workshop - Making Decisions And Solving Problems</u> Monday, June 29, 2015</p>	<p>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</p>

<p>8:30 a.m. – 12:30 p.m.</p> <p>Materials Cost: \$50 (provided in both written & audio format)</p> <p>Decisions, Habits, And Attitudes The Process Of Decision Making Solving Problems, Once And For All</p> <p>Facilitator: Michael J. Harbaugh</p>	<p>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.</p>
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Computer Classes

*day classes are 2-four hour sessions- **MUST attend for a total of 8 hours**
*night classes are 4- two hour sessions- **MUST attend for a total of 8 hours**

<p><u>Excel 2010: Basics (8 hours)</u> Cost: \$50.00 Meeting Days and Time: Tuesdays & Wednesdays, 8AM-12PM Dates: June 9 & 10; July 14 & 15, 2015 Instructor: Chaka Turner (May); Jayne Hust (June & July) CLASSES ARE FULL</p> <p>NIGHT: Meeting Days and Time: Tuesdays & Thursdays, 6PM-8PM Dates: May 5, 7, 12, & 14, 2015</p>	<p>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 2010, performing calculations, setting up a worksheet and modifying it, then adding formulas, functions and formatting, managing a workbook and printing a workbook.</p>
<p><u>Excel 2010: Intermediate (8 hours)</u> Cost: \$50.00 Meeting Days and Time: Tuesday & Wednesdays, 8AM-12PM Dates: June 16 & 17; July 21 & 22, 2015 Instructor: Chaka Turner (May); Jayne Hust (June & July)</p> <p>NIGHT: Meeting Days and Time: Tuesday & Thursdays, 5:30PM-7:30PM</p>	<p>Expand your knowledge of Excel! In Excel, you created, edited, formatted, and printed basic spreadsheets. You will now learn to customize the Excel environment, create advanced formulas, analyze data by using functions and conditional formatting, organize and analyze datasets and tables, visualize data by using basic charts, analyze data by using PivotTables, slicers, and PivotCharts.</p> <p>This course is designed for students who already have foundational knowledge and skills in Excel 2010 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.</p>

<p>Dates: June 15, 16, 22, 23, 2015</p>	
<p><u>Excel 2010: Advanced (8 hours)</u> Cost: \$50.00 Meeting Days and Time: Tuesday & Wednesdays, 8AM-12PM Dates: June 23 & 24; July 28 & 29, 2015 Instructor: Chaka Turner (May); Jayne Hust (June & July)</p> <p>NIGHT: Meeting Days and Time: Tuesday & Thursdays, 6PM-8PM Dates: July 21, 23, 28 & 30, 2015</p>	<p>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 and share Excel data with other applications such as the web.</p>
<p><u>Adobe PhotoshopCS6: Basic (16 hours)</u> Cost: \$50.00 Meeting Day and Times: 8:30AM-12:30PM Dates: June 9, 11, 16, & 18, 2015 Instructor: Linda Buford-Burks</p>	<p>Adobe® Photoshop® CS6: Basic focuses on some of the basic features of Photoshop so that you can navigate the environment and use Photoshop tools to work with photographic images. In addition, the orientation to Adobe Bridge and organization of files in Bridge is covered. Although Photoshop is used by a variety of professionals, from photographers to designers to videographers, Photoshop Basic will focus mainly on the photography component. Some things this class covers: Identifying the basic components of the Photoshop workspace and Adobe Bridge, Defining image size, resolution, and color modes; working with selection tool and layer; making image enhancements and adjustment; opening and modifying an image in Camera Raw and preparing images for print and web.</p>
<p><u>Adobe InDesign (16 hours)</u> Cost: \$50.00 Meeting Day and Times: 8:30AM-12:30PM Dates: July 14, 16, 21, & 23, 2015 Instructor: Linda Buford-Burks</p>	<p>This course is intended for students who want to use the basic tools and features of InDesign for creating professional page layout and designs. Students will identify the elements of the InDesign interface, learn how to create a new document, manipulate text, shapes, graphics, colors, and frames to create eye-catching print products, manage page elements, build a table and prepare a document for delivery.</p>
<p><u>Keyboarding (3 hours)</u> Cost: \$50.00</p>	<p>Keyboarding is the foundation skill required for effective computer usage, and in this workshop, trainees will leave with a better understanding of proper keyboarding techniques.</p>

<p>Meeting Day and Times: Thursday, 8:30AM-11:30AM Dates: July 9, 2015 Instructor: Elizabeth Spooner</p>	<p>As with the development of any high-level skill, trainees must consistently use proper techniques and meaningful practice. By the end of this course, participants will be able to key the letters, numbers, symbols, and numeric keypad by touch, and develop proofreading and editing skills.</p>
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Project Management Institute
Register through Jim Shelton at vpeducation@pmicms.org

<p><u>PMICMS PMP Exam Prep Boot Camp</u> Cost: \$1,050 for PMICMS members; \$1,300.00 non-members Meeting Days and Time: Wednesday & Thursdays, 8:30A–5:00P Dates: July 22, 23, 29, & 30, 2015 Facilitator: Jim Shelton</p>	<p>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.</p>
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SHRM/HR

<p><u>Essentials of Human Resource Management (16 hours)</u> Cost: \$325.00 Meeting Days and Time: Monday nights, 5:30P-7:30P Dates: June 29, July 7, 14, 21, 28, August 4, 11, 18, 2015 Facilitator: Brandi Garrett</p>	<p>SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. It gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. More details: http://www.shrm.org/education/educationalproducts/essentials/pages/default.aspx</p>
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<p><u>SHRM Learning Essentials (32 hours)</u> Cost: \$925 SHRM/CAHRA members; \$975 non-members Meeting Days and Time: Tuesday nights, 6:00P-9:00P Dates: August 25-December 15, 2015 (Tuesdays) Facilitator: Sara Jane Hope</p>	<p>Expand your HR knowledge and skills as well as prepare yourself for the SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP) certification exams. Our course is based on the 2015 SHRM Learning System for SHRM CP/SHRM-SCP. Comprised of learning modules teaching the SHRM Body of Competency and Knowledge (SHRM BoCK), and online resources, this class provides study materials to 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</p>
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	<p>competencies in areas critical for HR career success.</p> <p>For information regarding SHRM certifications, please visit www.shrmcertification.org.</p>
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<p style="text-align: center;"><i>ESRI Authorized Courses</i> Offered by the MSU Geosystems Research Institute http://www.gri.msstate.edu/geoproject/WorkshopSchedule.php <i>Free for MS local and state government agency employees IHL and CC/JC employees and students not eligible</i></p>	
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