To Enroll!   Contact: Rachel Deer
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SUMMER 2015

Supervisory/Management Training/Professional Development	
Conflict to Consensus Cost: $50.00 Meeting Days and Time: Thursday, 9:00AM-12:30AM Dates: June 11, 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?
Five Waves of Trust Cost: $50.00 Meeting Days and Time: Thursday, 9:00AM-1:00PM Dates: June 25, 2015 Instructor: Skip Wilson	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. 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 The Speed of Trust, says, "Trust is the one thing that changes everything."
Process Improvement--The PDCA Cycle Cost: $50.00 Meeting Days and Time: Tuesday, 9:00AM-4:00PM Dates: July 14, 2015 Instructor: Skip Wilson	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. 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. Participants not only learn the concepts, they put them to use in the training room through

	practical exercises, driving the learning deep for real-world application.
Team Based Problem Solving Cost: $100.00 Meeting Days and Time: Wednesday, 9:00AM-4:00PM Dates: May 20, 2015 Instructor: Michael 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.
Workshop – Transactional Analysis for Managers Tuesday, May 19, 2015 8:30 a.m. – 12:30 p.m. Materials Cost: $50 (provided in both written & audio format) Understanding Transactional Anyalysis Ego States The Power of Affirmations Facilitator: 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.
Workshop - Communications Tuesday, June 2, 2015 8:30 a.m. – 12:30 p.m. Materials Cost: $50 (provided in both written & audio format) Principles of Communication Emotions Within Communication Active Listening Facilitator: 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.
Workshop – Dealing with Negative Behavior Tuesday, June 16, 2015 8:30 a.m. – 12:30 p.m.	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.

Materials Cost: $50 (provided in both written & audio format) The Role of Emotions The Environment Creating a Problem Solving Environment Facilitator: Michael J. Harbaugh	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.
Workshop 9- Building A Successful Team Monday, May 18, 2015 8:30 a.m. – 12:30 p.m. Materials Cost: $50 (provided in both written & audio format) Team Competency And Trust Principles Of Effective Delegation You And Your Boss Facilitator: 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.
Workshop - Creating And Sustaining Top Performance Monday, June 1, 2015 8:30 a.m. – 12:30 p.m. Materials Cost: $50 (provided in both written & audio format) Set The Stage For Performance Sustaining Performance Principles Of Performance Reinforcement Facilitator: 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.
Workshop - Employee Evaluation And Discipline Monday, June 15, 2015 8:30 a.m. – 12:30 p.m.	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

Materials Cost: $50 (provided in both written & audio format) Conducting The Evaluation Measuring Performance Discipline That Gets Results Facilitator: Michael J. Harbaugh	increase dramatically. 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.
Workshop - Making Decisions And Solving Problems Monday, June 29, 2015 8:30 a.m. – 12:30 p.m. Materials Cost: $50 (provided in both written & audio format) Decisions, Habits, And Attitudes The Process Of Decision Making Solving Problems, Once And For All Facilitator: 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.

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

Excel 2010: Basics (8 hours) 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) NIGHT: Meeting Days and Time: Tuesdays & Thursdays, 6PM-8PM Dates: May 5, 7, 12, & 14, 2015	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.

Excel 2010: Intermediate (8 hours) Cost: $50.00 Meeting Days and Time: Tuesday & Wednesdays, 8AM-12PM Dates: May 12 & 13; June 16 & 17; July 21 & 22, 2015 Instructor: Chaka Turner (May); Jayne Hust (June & July) NIGHT: Meeting Days and Time: Tuesday & Thursdays, 6PM-8PM Dates: June 2, 4, 9, & 11, 2015	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. 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.
Excel 2010: Advanced (8 hours) Cost: $50.00 Meeting Days and Time: Tuesday & Wednesdays, 8AM-12PM Dates: May 19 & 20; June 23 & 24; July 28 & 29, 2015 Instructor: Chaka Turner (May); Jayne Hust (June & July) NIGHT: Meeting Days and Time: Tuesday & Thursdays, 6PM-8PM Dates: July 7, 9, 14 & 16, 2015 or Dates: July 21, 23, 28 & 30, 2015	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.
Adobe PhotoshopCS6: Basic (16 hours) Cost: $50.00 Meeting Day and Times: 9AM-12PM Dates: June 9, 11, 16, & 18, 2015 Instructor: Linda Buford-Burks	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.
Adobe InDesign (16 hours) Cost: $50.00 Meeting Day and Times: 9AM-12PM Dates: July 14, 16, 21, & 23, 2015 Instructor: Linda Buford-Burks	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.
Computer for the Beginner (8 hours) Cost: $50.00 Meeting Days and Time: Tuesday, 9AM-1PM Dates: June 2 & 4, 2015 Instructor: Chaka Turner	Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows operating system (Windows 7). This course will help you to define what a PC is, and familiarize you with the Windows user interface and its basic capabilities, basic computer hardware and function. In this course, you will explore Windows and learn how to create documents, send email, browse the Internet, use a flash drive to save data, play a CD or DVD, and burn a disc. Basic knowledge of the mouse and keyboard is strongly suggested before taking this class.
Keyboarding (3 hours) Cost: $50.00 Meeting Day and Times: Thursday, 8:30AM-11:30AM Dates: July 9, 2015 Instructor: Elizabeth Spooner	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. 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.

Project Management Institute
Register through Jim Shelton at vpeducation@pmicms.org

PMICMS PMP Exam Prep Boot Camp Cost: $1,000 for PMICMS members; $1,250.00 non-members Meeting Days and Time: Thurs & Fridays,	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

8:30A–5:00P Dates: July 22, 23, 29, & 30, 2015 Facilitator: Jim Shelton	Stakeholder Management.

SHRM/HR

Essentials of Human Resource Management *(16 hours)* Cost: $325.00 Meeting Times: 6:00P-8:00P Dates: April 27, May 4, May 14, May 18, May 28, June 1, June 8, & June 15, 2015 Facilitator: Brandi Garrett	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

ESRI Authorized Courses
Offered by the MSU Geosystems Research Institute
http://www.gri.msstate.edu/geoproject/WorkshopSchedule.php
Free for MS local and state government agency employees IHL and CC/JC employees and students not eligible

ArcGIS I: Introduction to ArcGIS Online *(14 hours)* Non-Grant Participants Fee: $25 Dates: May 20 & 21, 2015 Time: 8:30A-4:30P	ArcGIS Online is a collaborative, cloud-based platform that allows members of an organization to use, create, and share maps, scenes, apps, and data, and access authoritative basemaps and ready-to-use apps. This two day introductory course begins with an exploration of the ESRI ArcGIS Online interface. The functionality of both free and organizational (subscriber) accounts is explored. Participants will learn how to create a web map, work with and manage desktop content, create and configure an ArcGIS Online organizational account (free 30-day trial subscription), explore member roles for an organizational account, publish feature services, publish tiled map services, and create a web mapping application. *Prerequisites* Working knowledge of ArcGIS for Desktop (ArcMap)