



To Enroll!

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SUMMER 2015

Supervisory/Management Training/Professional Development

<p><u>What You See is What You Get! and Who Burned the Popcorn?</u> Cost: \$50.00 Meeting Days and Time: Thursday, 8:30AM-11:30AM Dates: May 5, 2015 Instructor: Dianne Dyar</p>	<p><i>What You See is What You Get!:</i> 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!</p> <p><i>Who Burned the Popcorn?:</i> 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!</p>
<p><u>DIY: What's in Your Toolbox? and Change=Opportunity</u> Cost: \$50.00 Meeting Days and Time: Thursday, 8:30AM-11:30AM Dates: May 7, 2015 Instructor: Dianne Dyar</p>	<p><i>DIY: What's in Your Toolbox?:</i> 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!</p> <p><i>Change = Opportunity:</i> 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.</p>
<p><u>Conflict to Consensus</u> Cost: \$50.00 Meeting Days and Time: Thursday, 9:00AM-12:30AM 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 practical exercises, driving the learning deep for real-world application.</p>
<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>Resume Writing Skills</u> Cost: FREE Meeting Days and Time: Thursday, 10AM-12AM Dates: July 29, 2015 Instructor: TBD</p>	<p>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!</p>

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

Cost: \$50.00

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

Dates: May 5 & 6; 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

Cost: \$50.00

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

Dates: May 12 & 13; June 16 & 17; July 21 & 25, 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.

<p><u>Excel 2010: Advanced</u> 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)</p> <p>NIGHT: Meeting Days and Time: Tuesday & Thursdays, 6PM-8PM Dates: July 7, 9, 14 & 16, 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>Word 2010: Basic</u> Cost: \$50.00 Meeting Days and Time: Tuesdays & Wednesdays, 8AM-12PM Dates: April 28 & 29, 2015 Instructor: Jayne Hust</p>	<p>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.</p>
<p><u>PowerPoint 2010: Basic</u> Cost: \$50.00 Meeting Days and Time: Monday & Thursday, 9AM-1PM Dates: May 14 & 21, 2015 Instructor: Chaka Turner</p>	<p>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.</p>
<p><u>Adobe PhotoshopCS6: Basic</u> Cost: \$50.00 Meeting Day and Times: 9AM-12PM 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;</p>

	opening and modifying an image in Camera Raw and preparing images for print and web.
<u>Adobe InDesign</u> 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.
<u>Computer for the Beginner</u> 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.
<u>Keyboarding</u> 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.
<u>Project Management Institute</u> Register through Jim Shelton at vpeducation@pmicmsn.org	
<u>PMICMS PMP Exam Prep Boot Camp</u> Cost: \$1,000 for PMICMS members; \$1,250.00 non-members Meeting Days and Time: Thurs & Fridays, 8:30A–5:00P Dates: April 30, May 1, May 7, and May 8, 2015 Facilitator: 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.

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.geospatial.msstate.edu/Courses.htm#multi>

Free for MS local and state government agency employees IHL and CC/JC employees and students not eligible

TO BE ANNOUNCED LATER

MORE CLASSES COMING SOON

The Manager As A Leader: Workshops for Developing Leadership in Managers

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.

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Workshop – Decision Making

Tuesday, May 5, 2015

8:30 a.m. – 12:30 p.m.

Materials Cost: \$50

(provided in both written & audio format)

Elements of Decision Making

Ethics and Integrity

The Role of Courage and Emotions

Facilitator: 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.

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 Analysis

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 or 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.

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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.

Materials Cost: \$50

(provided in both written & audio format)

The Role of Emotions

The Environment

Creating a Problem Solving Environment

Facilitator: 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.

Exceptional Team Leadership: Workshops for Developing the Exceptional Team Leader

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.

Workshop - Making The Most Of Your Time

Monday, April 20, 2015

8:30 a.m. – 12:30 p.m.

Materials Cost: \$50

(provided in both written & audio format)

Common Enemies Of Time

Planning With A Purpose

Designing A System That Works

Facilitator: Michael J. Harbaugh

The great dividing line between a team leader's success 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.

Exceptional Team Leadership: Workshops for Developing the Exceptional Team Leader

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.

Workshop - Motivation And Confidence
Monday, May 4, 2015
8:30 a.m. – 12:30 p.m.

Materials Cost: \$50
(provided in both written & audio format)

Understanding What Motivates People
The Power Of Attitude Motivation
Building Confidence

Facilitator: 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.

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.

Exceptional Team Leadership: Workshops for Developing the Exceptional Team Leader

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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.

Materials Cost: \$50

(provided in both written & audio format)

Conducting The Evaluation

Measuring Performance

Discipline That Gets Results

Facilitator: 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 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.

Exceptional Team Leadership: Workshops for Developing the Exceptional Team Leader

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.

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.