

how to ENROLL

- 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](mailto:mlove@holmescc.edu).
- 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.

**SHRM Essentials**

\$460 (must be paid in full before October 20, 2019)  
**November 6-7, 8:30 a.m. - 5 p.m.**

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.

**SHRM EXAM prep course**

\$1,000 (must be paid in full before August 1, 2019)  
**August 13 – December 3, 6 p.m. – 9 p.m.**  
 (Tuesday evenings)

Attending our course is the most effective way to **prepare to take and pass the SHRM-CP or SHRM-SCP exam.**

- Learn from a certified instructor who provides expertise, insights and one-on-one guidance.
- Network, share experiences, and discuss topics with a diverse group of HR professionals.
- Stay on track to earn your certification with a structured learning experience.

**The 2019 SHRM Learning System delivers the most comprehensive, flexible and effective SHRM-CP and SHRM-SCP exam preparation.** Designed using a proven approach for teaching adult learners, this system offers a personalized SmartPath™ learning experience that is designed to dynamically adjust based on your progress and proficiency. Real-time results allow you to use your time wisely and increase readiness for the SHRM-CP and SHRM-SCP exams. There’s no better way to successfully prepare for SHRM certification.



Holmes Community College is recognized by SHRM to offer SHRM-CP or SHRM-SCP professional development credits (PDCs). Email [mlove@holmescc.edu](mailto:mlove@holmescc.edu) for information on qualifying classes. For more information about certification or recertification, please visit [shrmcertification.org](http://shrmcertification.org).

### **Cultural Diversity**

\$30

**October 10**, 8:30 a.m. – 5 p.m.

Our workplaces increasingly consist of diverse cultural, racial and ethnic groups. There is much we can learn from those who are different than us. However, we must first recognize our own hidden biases, and open our minds to accept “ways of being” that are not necessarily our own. Welcoming new ways of thinking, new knowledge and different experiences to the table ultimately leads to a workforce that resolves global challenges many companies and organizations face today.

### **The Multigenerational Workforce**

\$30

**September 12**, 8:30 a.m. – 5 p.m.

Everyone is talking about the Millennials! Who are they & why are companies bending over backwards to recruit them? Where do the rest of the generations fit into the scheme of things? Come learn how to maximize multiple generations in the workplace. Discover the competitive advantage of the Multigenerational Workforce.

### **One You – Multiple Projects**

\$50

**October 24**, 8:30 a.m. – 4 p.m.

How Do You Do It All? – Workloads are increasing placing greater demand on employees to perform. Learn ways to end procrastination, find balance and establish priorities. Participants will learn tips on time management, staying on track and replacing bad habits.

### **Building Strong Teams**

\$25

**December 12**, 3 p.m. – 5 p.m.

Successful teams don't just happen. Instead, they are built by intentional, goal-oriented people. In this class, we discuss:

- the stages of a team
- team effectiveness
- common dysfunctions found in teams
- turning a group of individuals into a true team

### **Project Management Professional (PMP) Exam Prep Course**

\$975 (must be paid in full before August 1, 2019)

**Monday & Thursday evenings**, 6 p.m. – 9 p.m.

Session ONE: August 12 – September 26

Session TWO: October 14 – November 21

Are you a project manager looking to set yourself apart from other's in your field? Earning your PMP® can help position you for a better career and boost your earning power – this is a prestigious certification recognized around the globe. A PMP certification will: build skills and knowledge that are transferable between industries, market segments and geographic locations; Gain an advantage over non-certified project managers.

At Holmes, we offer a **PMP exam prep course** that gives you everything you need to prepare for the exam. Learn from an expert instructor and take advantage of comprehensive reading materials, interactive online quizzes, flashcards, and a PMP practice exam to help you pass your exam with confidence. Commit to your career – register today.

### **Effective Grant Writing**

\$50

**October 29**, 8:30 a.m. – 4 p.m.

Does your agency need money to start new projects or complete current projects? Join us for an informative session on how to secure funding through grant writing. This workshop will explain the components of grant writing, discuss the do's and don'ts of the process and provide helpful tips on how to navigate the application process. Participants will also review requests for proposals (RFPs) and receive ideas about potential funding sources.

### **Coaching for Success**

\$35

**September 19**, 8:30 a.m. – 12:30 p.m.

Coaching is becoming a management tool used to help employees develop and increase their engagement to perform. What is it all about? The workshop will describe the role coaching can play in the human resource environment. We will explore the benefits of creating a culture for coaching. Participants will learn how understanding personality types can benefit coaching. Skills needed to coach, myths about coaching and the alignment of coaching with leadership will be included. Participants will use coaching techniques and exercises to demonstrate its role in the workplace.

### **Developing Motivation & Work Ethics**

\$35

**October 22**, 8:30 a.m. – 12:30 p.m.

Employers are looking for great employees who are motivated and willing to work. This workshop helps participants discover the value of a positive attitude, workplace values, codes of behavior, and the relationship between value, productivity and motivation.

### **Understanding Differences in Social Styles**

\$25

**August 29**, 3 p.m. – 5 p.m.

Why do we automatically “click” with some people, while others always rub us the wrong way? Differences in social styles could be at play. In this class we:

- Define social styles
- Discover our own social style and learn to infer others’ social styles
- Uncover how these styles affect interpersonal interactions
- Learn to practice flexibility with our style expression

### **First Time Managers**

\$50

**October 17**, 8:30 a.m. – 4 p.m.

Congratulations! You have been promoted to manager. Now what? This workshop is designed for employees entering the management area as new supervisors. Participants will learn techniques on communication, delegation techniques, planning and behavior styles.

### **Leadership at Any Level**

\$45 (includes book)

**September 12**, 1 p.m. – 5 p.m.

When is the right time to start working on leadership skills? Right now! No matter where you are within an organization, you can begin understanding your leadership style and cultivating characteristics of leadership. This interactive class examines key aspects of leadership, including:

- Principles of leadership and how they can be applied
  - Different types of authority
  - Leadership styles
  - The importance of developing leadership skills before being placed in a leadership position
  - Ways & opportunities to sharpen leadership skills
- Participants will take away several ideas for improving leadership skills that can be implemented right away!

### **Empowering Yourself for Success**

\$35

**October 17**, 2 p.m. – 5 p.m.

Everyone wants to be successful, but do you know the factors that affect your success? You do not have to leave your success up to chance! In this class, we look at the “ingredients” that we can use to increase our chances for success in life and work. This class will:

- introduce you to the three factors of success
- explain how to leverage those factors to increase your chances of success
- teach you how to navigate common workplace obstacles to your career goals while effectively supporting your organization's mission and goals.

### **Becoming a Talent-Plus Individual**

\$50 (book included)

**November 14**, 1 p.m. – 5 p.m.

So you have a particular talent. Great! But what else does it take to achieve greatness? Talent alone only takes a person so far, but there are other characteristics and skills we must hone if we want to go to the next level. This class covers:

- Thirteen traits an individual should partner with their talent
- How to strengthen those traits

### **Microsoft EXCEL: BASIC**

\$65

**July 23**, 8:30 a.m. – 5 p.m.

**July 25**, 8:30 a.m. – 5 p.m.

**September 5**, 8:30 a.m. – 5 p.m.

**September 11-12**, 8:30 a.m. – 12:30 p.m.

**October 23-24**, 8:30 a.m. – 12:30 p.m.

**November 13-14**, 8:30 a.m. – 12:30 p.m.

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: Intermediate**

\$65

**July 30**, 8:30 a.m. – 5 p.m.

**August 22**, 8:30 a.m. – 5 p.m.

**October 3**, 8:30 a.m. – 5 p.m.

**November 21**, 8:30 a.m. – 5 p.m.

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: Advanced**

\$65

**August 29**, 8:30 a.m. – 5 p.m.

**October 10**, 8:30 a.m. – 5 p.m.

**December 11**, 8:30 a.m. – 5 p.m.

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.

### **Spanish 1**

\$55

**September 3 - November 5**, 6 p.m. – 7:30 p.m.

*Tuesday evenings*

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

### **Spanish 2**

\$55

**September 4 - November 6**, 6 p.m. – 7:30 p.m.

*Wednesday evenings*

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

*Additional courses may be available by demand.*

*Email [mlove@holmescc.edu](mailto:mlove@holmescc.edu) for more information and/or to make a request.*