### Achieve Results

#### Productivity

**Make the Most of Your Time**  
Thursday, August 17th, 9:00am - 11:30am

**Practical Project Management**  
Wednesday, June 7th, 8:30am - 12:30pm  
Wednesday, September 13th, 8:30am - 12:30pm

**Productive Work Habits**  
Tuesday, June 20th, 9:00am - 12:00pm  
Tuesday, August 22nd, 9:00am - 12:00pm

### Build Relationships

#### Communication

**Creating an Exceptional Customer Service Experience**  
Thursday, August 24th, 9:00am - 11:30am

**Developing Positive Relationships at Work**  
Friday, July 21st, 9:00am - 12:00pm  
Thursday, September 7th, 1:00pm - 4:00pm

**DISC – Understanding Your Personality Style**  
Wednesday, June 14th, 9:00am - 12:00pm  
Wednesday, July 26th, 1:00pm - 4:00pm

**Effective Listening Skills**  
Tuesday, June 6th, 1:00pm - 3:30pm  
Wednesday, August 16th, 1:00pm - 3:30pm

**Navigating Difficult Conversations**  
Tuesday, June 13th, 8:30am - 12:30pm

**Emotional Intelligence**  
Tuesday, July 11th, 1:00pm - 4:00pm  
Tuesday, September 26th, 9:00am - 12:00pm

### Leadership/Management

#### Leadership/Management

**Accountability Through Performance Management**  
Thursday, July 20th, 9:00am - 11:00am  
Tuesday, September 19th, 9:00am - 11:00am

**Achieving More By Setting Goals**  
Tuesday, July 25th, 9:00am - 11:00am

**Delegating Success**  
Thursday, September 21st, 9:00am - 11:00am

**Developing Others Through Coaching**  
Thursday, September 28th, 9:00am - 11:00am

**Giving Feedback That’s Heard**  
Friday, September 8th, 9:00am - 11:00am

**Managing Highly Effective Teams**  
Thursday, September 14th, 9:00am - 12:00pm

**New Supervisor: Going from Peer to Boss**  
Friday, June 23rd, 8:30am - 11:30am  
Thursday, September 7th, 8:30am - 11:30am
Software Skills

Access

Microsoft Access 2013 Level I:
Foundations for Creating a Database
Tuesday, July 25th, 9:00am - 12:30pm

Microsoft Access 2013 Level II:
Storing and Managing Data in a Database
Thursday, August 10th, 9:00am - 12:30pm

Microsoft Access 2013 Level III:
Getting Answers from Your Data using Queries
Thursday, August 24th, 1:00pm - 4:30pm

Microsoft Access 2013 Level IV:
Input and Output with Forms and Reports
Wednesday, June 14th, 9:00am - 12:30pm
Thursday, September 14th, 1:00pm - 4:30pm

Excel

Let Your Data Speak for Itself with Charts
in Microsoft Excel 2013
Wednesday, August 30th, 1:00pm - 3:00pm

Dynamically Analyzing Data with Pivot Tables
in Microsoft Excel 2013
Wednesday, June 28th, 1:00pm - 3:30pm
Thursday, July 27th, 9:00am - 11:30am
Wednesday, September 27th, 1:00pm - 3:30pm

Excel 2013 Advanced:
Logical, Text, Lookup and Reference Functions
Thursday, June 15th, 9:00am - 12:00pm
Thursday, August 3rd, 9:00am - 12:00pm

Outlook

Gaining Control of Your E-mail
with Microsoft Outlook 2013
Tuesday, August 15th, 1:00pm - 4:30pm

PowerPoint

Microsoft PowerPoint 2013 Level I:
Foundations of Excellent Presentations
Tuesday, August 8th, 1:00pm - 4:30pm

Joomla

Content Creation in Joomla
Thursday, July 13th, 1:00pm - 3:00pm

Site Navigation and Administration in Joomla
Thursday, July 27th, 1:00pm - 3:00pm

Joomla Special Topics Workshop: RS Forms! Pro
Thursday, August 10th, 1:00pm - 3:00pm