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, September 20th, 9:00am - 12:00pm

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

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

| What You Need to Know to Get Started with Microsoft Excel 2013 | Thursday, July 20th, 9:00am - 11:30am; Wednesday, August 23rd, 1:00pm - 3:30pm |
| Save Time and Do More with Calculations in Microsoft Excel 2013 | Thursday, June 1st, 1:00pm - 4:00pm; Thursday, September 21st, 9:00am - 12:00pm |
| Format and Manage Documents with Ease in Microsoft Excel 2013 | Thursday, June 8th, 9:00am - 12:30pm; Wednesday, September 13th, 1:00pm - 4:30pm |
| Finding the Data You Need when You Need it in Microsoft Excel 2013 | Wednesday, June 21st, 1:00pm - 4:00pm; Tuesday, August 15th, 1:00pm - 4:00pm; Thursday, September 28th, 9:00am - 12:00pm |
| 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 |