Achieve Results

Productivity

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

**Productive Work Habits**
Thursday, March 9th, 1:00pm - 4:00pm
Tuesday, June 20th, 9:00am - 12:00pm

Build Relationships

Communication

**Developing Positive Relationships at Work**
Tuesday, April 25th, 1:00pm - 4:00pm

**DISC – Understanding Your Personality Style**
Wednesday, April 19th, 9:00am - 12:00pm
Wednesday, June 14th, 9:00am - 12:00pm

**Effective Listening Skills**
Thursday, March 2nd, 9:00am - 11:30am
Tuesday, June 6th, 1:00pm - 3:30pm

**Emotional Intelligence**
Wednesday, March 22nd, 9:00am - 12:00pm
Tuesday, May 16th, 1:00pm - 4:00pm

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

Class schedule is subject to change. To register, and to see the current class schedule and course descriptions, go to [www.uab.edu/learndev](http://www.uab.edu/learndev)
# Software Skills

## Access

**Microsoft Access 2013 Level I:**
*Foundations for Creating a Database*
Wednesday, April 12th, 1:00pm - 4:30pm

**Microsoft Access 2013 Level II:**
*Storing and Managing Data in a Database*
Wednesday, May 3rd, 9:00am - 12:30pm

**Microsoft Access 2013 Level III:**
*Getting Answers from Your Data using Queries*
Tuesday, May 23rd, 1:00pm - 4:30pm

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

## Excel

**Dynamically Analyzing Data with Pivot Tables in Microsoft Excel 2013**
Thursday, April 20th, 9:00am - 11:30am
Wednesday, June 28th, 1:00pm - 3:30pm

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

## Outlook

**Increasing Your Productivity with Calendars and Meetings in Microsoft Outlook 2013**
Thursday, May 11th, 9:00am - 12:30pm

## PowerPoint

**Microsoft PowerPoint 2013 Level I:**
*Foundations of Excellent Presentations*
Thursday, April 27th, 9:00am - 12:30pm

## Word

**Microsoft Word 2013 Level I:**
*Foundations of Word Processing*
Wednesday, May 10th, 1:00pm - 3:30pm

## Joomla

**Content Creation in Joomla**
Thursday, May 11th 1:00pm - 3:00pm

**Site Navigation and Administration in Joomla**
Thursday, May 25th 1:00pm - 3:00pm