

LEADERSHIP, MANAGEMENT & SUPERVISORY DEVELOPMENT

Effective Project Management

This course is designed to completely cover the fundamentals of managing projects. It introduces participants to more complex topics in project management while it deepens their understanding of planning and controlling processes. Participants discover concepts, tools, and ways to manage projects to achieve positive outcomes. They apply these principles and techniques to sample projects and create links to their own projects.

Course Objectives:

- Define project requirements and scope
- Develop a work breakdown structure of project activities
- Build a network diagram to show activity sequences
- Identify key stakeholders and resource requirements
- Assign project resources
- Evaluate and plan for risk
- Generate project budgets and calendar-based schedules
- Create a plan to meet communication needs
- Track and manage project progress
- Close out the project and conduct a post project review

November 18-20, 8am-5pm

Tuition: \$500.00

1.5 Credits

Instructor: Brett Locke

New!



LEADERSHIP, MANAGEMENT & SUPERVISORY DEVELOPMENT

8 Indispensable Skills No Administrative Assistant Should Be Without

Effective Administrative Assistants exemplify these 8 Indispensable Professional Skills that have been identified as significant workplace competencies. These 8 competencies skill building modules are designed to strengthen specific skill sets for any Administrative Assistant.

During this 16– hour training, held in two –8 hour sessions, you will gather usable knowledge as well as learning practical skill applications from four first-rate local subject matter experts.

October 18 & 25, 8am-5pm

\$99 per student In-State/ \$174 Out-of-State

1 Credit

Instructors: Larry Palmer, Jan Morgen, Kathy Nash, Lynn Lane

New!



7 Habits of Highly Effective People

The 7 Habits program is the most dynamic training for personal and professional effectiveness ever developed. This three day experience will help you define yourself and unleash your inner potential.

Learning Objectives:

- How to take initiative, manage change and keeping commitments
- Define your vision and value, write your own mission statement
- How to execute strategy, balance key priorities, and focus using a planning tool
- Build high-trust relationships & effective teams using dynamic collaboration skills
- Apply effective interpersonal communication; understand others and be understood
- Leverage Diversity, Value Differences, Optimize Collaboration Efforts
- Continuous Improvement, Cultivating Lifelong Learning and Life Balance

3-day class

September 10, 11, & 12, 8am-5pm

\$277.50 per student In-State/

\$380.50 Out-of-State

1.5 Credits

Instructor: Nancy Sisson

OR

November 5, 6, & 7, 8am-5pm

\$277.50 per student In-State/

\$380.50 Out-of-State

1.5 Credits

Instructor: Nancy Sisson

Manage People and Performance

The emphasis of this workshop is on managing people and is designed to help you create and accomplish your personal best; you will be introduced to effective tools for your leadership development to help you lead others to accomplish extraordinary things.

Class highlights:

- Identify your leadership profile and explore ways to use this knowledge to improve your success as a manager
- Clarify your role and responsibilities in allocating work assignments.
- Identify techniques to deal with employee challenges such as hostility, complaints, and laziness
- Develop motivation and feedback skills
- Understand the importance of non-verbal responses in communication

October 22, 8am-5pm

.5 Credits

\$ 50.25 In-State/\$93.25 Out-of-State

Instructor: Larry Palmer

Conflict Resolutions - Dealing with Difficult People

There are two major myths about conflict: that it always involves anger and that it's always negative. Conflict can actually be a positive tool for growth if you know how to manage it properly. This one-day course will teach participants just how to do that.

How You Will Benefit:

- Understand conflict
- Be able to identify the stages of conflict
- Use LECSR to resolve conflict
- Identify other ways to resolve conflict
- Develop personal skills necessary to resolve conflict

October 4, 8am-5pm

\$50.25 In-State/\$93.25 Out-of-State

.5 Credits

Instructor: Jan Morgen