



# cbi workshops

Essential Workshops for Powerful Growth

## September 2017 Workshops

### **Nonprofit Certificate Begins Second Semester of Classes in September**

Based on the enthusiastic response, with 59 nonprofit staff, board members and other community members attending classes, a new semester of ten classes will begin at the Fowler Campus in September. Completion of the series of classes will result in a Certificate in Nonprofit Management from La Salle's Nonprofit Center and CBI, a valuable credential for any nonprofit professional. According to Lisa Walkiewicz, Chief Operating Officer, Via of the Lehigh Valley, the certificate was "an excellent series that focused on high-level overviews of best practices that organizations should strive to achieve. The program gave me many tools we can use to strengthen Via and reinforced practices already in place...it was an interesting mix of nonprofit management, board directors and community members that provided for lively class discussion and varying perspectives on the sector." To learn more, please click [here](#).

### **Microsoft Access 2010 Beginning Seminar**

Designed for students who wish to learn the basic operations of the Microsoft Access Database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes. Windows knowledge is required. **Sept. 6**, 8:30am-4:30pm, \$149  
[Learn more and register!](#)

### **New! Creating Successful Customer Connections**

Before successful connections with customers can be created, it is important to understand your own sales style so you can be more adaptable to your customers' preferences. This half day workshop is designed for individuals who are either new to sales or are employees in non-sales positions that have both internal and external customer relationships. Customer interaction planning processes will be discussed, and a sales action plan will be developed. **Sept. 11**, 8am-Noon \$199  
[Learn more and register!](#)

### **Engagement as a Leadership Strategy**

During this one day session, leaders will look at communication as both a skill and a tool that can be utilized to influence everything they do. Whether creating direction, challenging the process, or dealing with adversity, a leader's voice becomes the difference between commitment and compliance. **Sept. 12**, 8am-4:30pm, \$450  
[Learn more and register!](#)

### **Problem Solving Techniques**

Solving a problem is a process: Define the issue, sort symptoms from causes, generate ideas, make sound decisions, implement the solution, and monitor outcomes to ensure success. This one-day workshop provides a critical-thinking framework to approach problems and decisions in systematic and creative ways. Learn when to solve a problem on your own or benefit from group problem-solving. In this interactive program, you will practice and identify practical ways to apply skills every day in the workplace. **Sept. 12**, 8am-4:30pm, \$259  
[Learn more and register!](#)

### **Microsoft PowerPoint 2013 Intermediate Seminar**

Designed for students who have a foundational working knowledge of PowerPoint 2013, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality. **Sept. 12**, 8:30am-4:30pm, \$149  
[Learn more and register!](#)

**cbi** center for  
business + industry  
Northampton Community College

Fowler Family Southside Center  
511 East Third Street  
Bethlehem, PA 18015  
[www.northampton.edu/cbi](http://www.northampton.edu/cbi)

One source. Countless solutions.

### **New! Introduction to Google Suite**

Have you ever wondered how to use Google applications such as Drive, Docs, Calendar, and Gmail? Join us for this short course to explore these powerful tools that will help you stay connected anywhere you go. **Sept. 12**, 9am-Noon, \$79  
[Learn more and register!](#)

### **The Practical Challenges of Leadership**

Two half day sessions that will allow participants to discuss the real times and situations that must be handled in the course of day-to-day activities. Participants will use their own real “case studies” to consider best alternative approaches to the challenges they face. **Sept. 13 & Oct. 17**, 8am-Noon, \$450  
[Learn more and register!](#)

### **AHA Heartsaver First Aid, CPR, AED**

Teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult, child and infant CPR and AED use. **Sept. 13**, 8am-4:30pm, \$134  
[Learn more and register!](#)

### **Microsoft Excel 2013 Beginning Seminar**

Designed for students looking to gain skills such as: how to perform calculations, how to modify and format a worksheet, print workbook contents, as well as manage larger workbooks using Microsoft Excel 2013. Windows knowledge is required. **Sept. 13**, 8:30am-4:30pm, \$149  
[Learn more and register!](#)

### **AutoCad I Seminar**

A one day refresher course to revisit the basics of AutoCAD and to learn new topics from the latest releases. This course is a great introduction for beginners and also, for individuals with some experience. Learn 2D drafting and design for CAD applications. This course is a logical start for a career in architecture or the mechanical fields. A suitable way to become an AutoCAD Technician that is in high demand in the current job market.  
**Sept. 13**, 8:30am-3:30pm, \$179  
[Learn more and register!](#)

### **Food Service Sanitation**

The NRA ServSafe Manager Certificate is a combination of home-study and review in-class, giving the students the opportunity to take the ServSafe certification exam which is computer based. Required Book: ISBN 978-1-582803098 - book can be purchased through Amazon and must be read prior to start of class. **Sept. 18**, 8:30am-4:30pm, \$155  
[Learn more and register!](#)

### **Microsoft Excel 2010 Macros and Templates**

Macros help you automate tasks that you repeat on a regular basis. Save time, and help employees less familiar with the advanced features of Excel by creating macros. In this session we learn how to record macros, and give a brief introduction to Visual Basic for Applications (VBA) to aid in editing the code behind those macros.  
**Sept. 18**, 9am-Noon, \$79  
[Learn more and register!](#)

### **Making Forms and Functions with VBA**

This course builds on skills learned in the Microsoft Excel 2010 Macros offering. We continue our introduction to coding Visual Basic for Applications (VBA) in your Excel workbooks for automation and control. Create user forms to accept input, and then use VBA to connect that information to templates. Understand and create user-defined functions, then use those functions in your workbooks. Prerequisite: Microsoft Excel 2010: Macros and Templates or equivalent knowledge. **Sept. 18**, 1-4pm, \$79  
[Learn more and register!](#)

### **Facebook for Business**

Join us to learn how businesses and individuals use Facebook differently. We will discuss Fan pages, how to set them up and drive people to your website using Facebook. We will also discuss advertising options using Facebook. Participants should have personal Facebook accounts and have some familiarity with the tool prior to attending this class. **Sept. 19**, 9am-Noon \$79  
[Learn more and register!](#)

### **Better Business Writing**

Writing is a key means of communicating and demonstrating professionalism on the job. This highly interactive one-day program is designed to help the business communicator improve writing skills. Topics include preparing and organizing ideas, understanding the needs of the reader, avoiding common grammar and spelling mistakes, and editing. Participants have the opportunity to create and edit their own documents. **Sept. 20**, 8am-4:30pm, \$259  
[Learn more and register!](#)

### **Microsoft Access 2010 Intermediate Seminar**

Designed for students who wish to learn how to improve and customize tables, queries, forms and reports, and share Access data with other applications. Prerequisite: Access 2010 Beginning Seminar or equivalent knowledge.  
**Sept. 20**, 8:30am-4:30pm, \$149  
[Learn more and register!](#)

### **Blue Print Reading Seminar**

Learn the symbology and notations used as industry standards in the architectural and mechanical fields. This course is recommended for individuals considering work as supervisors and installers in the construction trades or the fabrication industries. The course will conclude with an introductory lesson of AutoCAD where students will apply the symbols learned to an actual drawing. If you are contemplating a career in design and drafting this course is to be considered. **Sept. 20**, 8:30am-3:30pm, \$179  
[Learn more and register!](#)

### **Basic Management Skills**

Your company is counting on you to help the business thrive and grow. To do this, you must master certain basic management skills, including planning, organizing human capital and work, meeting management deadlines, delegating, communicating effectively, and aligning your departmental and company goals. This program provides an overview of the fundamentals and will bolster your ability to lead employees and manage work.  
**Sept. 22**, 8am-4:30pm, \$259  
[Learn more and register!](#)

### **Situational Leadership**

While managers routinely searched for the “best” style of leadership, research clearly indicates that no single, all-purpose leadership style exists. Instead, successful leaders learn to adapt their behavior to meet the dynamics and demands of each unique situation and use situational leadership methods that encourage creative thought and flexibility to optimize outcomes. Video case studies, instruments, and group discussions will be engaged to help identify your own style and how to use it more effectively. **Sept. 26**, 8am-4:30pm, \$259  
[Learn more and register!](#)

### **Nonprofit Management 101**

Learn the key responsibilities of senior managers and executive directors (fundraising, finance, HR, marketing, programming, etc.) as well as the critical relationship between staff and board in any nonprofit. Pathways to becoming an effective leader, manager, and facilitator will be clarified. Learn to identify potential critical management issues and address them effectively. **Sept. 28**, 9am-4pm, \$159  
[Learn more and register!](#)

**Thank you for supporting the Center for Business & Industry at Northampton Community College!**