



cbi workshops

Essential Workshops for Powerful Growth

July 2017 Workshops

Management Development Certificate Program

Employees are often promoted from within their organization without the benefit of formal training to bolster their ability to manage work and other people effectively. It's generally impractical or impossible to relieve them of their duties for long periods to pursue the knowledge, skills, and techniques required in their new role. That's why the Management Development program is offered through convenient, high-intensity workshops designed to quickly and efficiently develop the management skills of supervisors, managers, and high-potential employees – without compromising the organization's productivity. The next session of this program is beginning in September 2017. To learn more, please click [here](#).

Coaching for Improved Performance

Employees enter the workplace with diverse skill sets and levels of engagement and interest concerning work. Factor in the “do more with less” pressure supervisors and managers face daily, and the question becomes how do you motivate employees and encourage excellence in an increasingly difficult environment? Coaching is the answer. In this interactive workshop, learn how to help employees rise to the higher level of performance that a rapidly changing environment demands while creating successors in key positions so the organization is constantly preparing the next generation of leaders.

July 10, 8am-4:30pm, \$259

[Learn more and register!](#)

Search Engine Optimization and Web Analytics

In this beginner class, participants will learn how to move their website to the top of a Google search. Topics that will be discussed are how you create keywords and remove roadblocks that keep your page from the top of the search list. Web Analytics, particularly Google Analytics, will be discussed and you will learn how to monitor the success of your website.

July 11, 9am-Noon, \$79

[Learn more and register!](#)

Discovering the Leader in You

This one day program utilizes several tools and techniques to enable participants to better understand themselves and how maximizing Emotional Intelligence can impact their leadership effectiveness. **July 12**, 8am-4:30pm, \$450

[Learn more and register!](#)

Introduction to Project Management

This exciting, one-day introductory program explores the basic skills necessary to become an effective project manager, including meeting management/leadership concepts. Working within the Project Life Cycle (Initiation, Planning, Execution, and Closure), you'll learn and apply tools that support successful execution.

July 12, 8am-4:30pm, \$259

[Learn more and register!](#)

cbi center for
business + industry

Northampton Community College

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One source. Countless solutions.

Microsoft Excel 2013 Intermediate Seminar

Designed for students looking to gain skills such as; how to create advanced formulas, how to analyze data with lookup functions, organize worksheet data with tables, utilize charts, PivotTables, slicers and PivotCharts, using Microsoft Excel 2013. Prerequisite: Excel 2013 Beginning Seminar or equivalent knowledge.

July 12, 8:30am-4:30pm, \$149

[Learn more and register!](#)

Leading a Team of Followers

Gain insight into how leaders address their followers. Whether as individuals or as a team, developing talent and facilitating the often challenging dynamics of a team are explored. **July 13, 8am-4:30pm, \$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. **July 13, 8am-4:30pm, \$134**

[Learn more and register!](#)

Microsoft Excel 2010 Beginning Seminar

Designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets. Windows knowledge is required. **July 17, 8:30am-4:30pm, \$149**

[Learn more and register!](#)

Situational Leadership – MONROE CAMPUS

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. **July 18, 8am-4:30pm, \$259**

[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. **July 18, 9am-Noon, \$79**

[Learn more and register!](#)

Excellence in Public Speaking, Presentation and Facilitation

Effective public speaking, presenting & facilitation skills are essential to the development of anyone in the workforce today. Join us and delve into techniques to engage others while maintaining focus; examine the role of the facilitator in presenting and public speaking engagements; explore how to engage diverse personalities and styles within meetings to reduce frustration and produce results. By completing this workshop individuals will have the skills & confidence to speak in front of any group, in any situation. **July 19-20, 8am-4:30pm, \$490**

[Learn more and register!](#)

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