



cbi workshops

Essential Workshops for Powerful Growth

June 2017 Workshops

Leadership Lehigh Valley

CBI is currently enrolling for the 2017-2018 Leadership Lehigh Valley (LLV) class. LLV is designed to teach executives how to be leaders at work and in the community. It is also intended to encourage personal development that will potentially inspire them to take on projects, be part of community organizations and motivate others to achieve great things in the region. The program consists of 12 sessions, held over a ten month period. There are six focus areas for participants, who are placed in teams and given a mentor and a topic. The sessions include presentations by community leaders and Lehigh Valley excursions. For questions or additional information, please contact Ann Raines at araines@northampton.edu or 610-861-5431.

Microsoft PowerPoint 2010 Intermediate Seminar – MONROE CAMPUS

Designed for professionals who will use Microsoft Office PowerPoint 2010 to prepare presentations and be more productive in their work. **June 6**, 8:30am-4:30pm, \$149

[Learn more and register!](#)

Effective Interactions

In the workplace, effective interaction skills are critical to building strong relationships, engaging people, and solving problems. This one-day interactive workshop focuses on two core skills: listening and assertive communication. You will self-assess and practice skills, explore the power of listening effectively and being direct, and plan for productive ways to engage people and get results. **June 7**, 8am-4:30pm, \$259

[Learn more and register!](#)

Practices of Successful Leaders

This 3-day program gets at the heart of leadership by combining facilitator-led reviews of leadership research (Kouzes and Posner), with a 360° assessment tool and interactive exercises along with individual and group processes, and video case studies to develop understanding and application of the key practices of high-performing leaders.

June 7-9, 8am-4:30pm, \$1400

[Learn more and register!](#)

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. **June 7**, 8:30am-4:30pm, \$149

[Learn more and register!](#)

Keys to Successful Strategic Planning

Learn to create a living, constituent-driven strategic plan that is a critical management tool for board and executive nonprofit leadership. Learn techniques to gather stakeholder data, develop a shared vision, prioritize strategic goals, integrate the plan into daily operations, and evaluate the plan's effectiveness. Feel free to bring a copy of your own strategic plan to be reviewed in class. **June 8**, 9am-4pm, \$159

[Learn more and register!](#)

cbi center for
business + industry
Northampton Community College

Fowler Family Southside Center
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Solidworks Beyond the Basics Seminar

Build off the techniques discussed in the Basics course. We will briefly revisit the sketching process and the relationships used to constrain your sketches. Then, we dive into creating parts for use in assemblies. Assuming students have a working knowledge of Solidworks, we will cover more advanced patterning features for parts, the sweep feature, and fillets and chamfers. Once we have a grasp on these features we will discuss mates for assemblies, specifically: coincident, concentric, offset, parallel, etc. Students will understand the building blocks for creating large scale assemblies. **June 9**, 8:30am-3:30pm, \$179

[Learn more and register!](#)

Conflict Resolution Strategies

While workplace conflicts are often inevitable, this one-day, interactive workshop provides tools to identify needs in conflict situations, manage stress, and promote conflict resolution. The program focuses on how communication styles affect conflict, the benefits of conflict, and five conflict styles to solve problems. Explore your own preferred styles, practice how to use skills, and apply a conflict resolution model for your workplace. **June 12**, 8am-4:30pm, \$259

[Learn more and register!](#)

Microsoft Word 2010: Forms

Have you ever wanted to create an electronic form using Microsoft Word but you weren't sure how to begin? Join us for this in-depth session that will cover tabs, tables, fields, and form controls. You will have people filling in forms without shifting lines in the near future. **June 12**, 9am-Noon, \$79

[Learn more and register!](#)

Microsoft Word 2010: Word Merge

Word includes a Mail Merge feature you can use to create customized letters, envelopes, labels, e-mail messages, and more, using data stored in a list, table, worksheet or database. Use the Mail Merge feature to create the main document and then join it with the data source (names, addresses, etc.). Perform these tasks more efficiently and accurately. **June 12**, 1-4pm, \$79

[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. **June 14**, 8:30am-4:30pm, \$149

[Learn more and register!](#)

AutoCAD III Seminar

A one day refresher course to revisit 3D Basics and 3D Modeling. This course is a logical extension of AutoCAD I and II. However, if you need the 3D experience and are a beginner, then you can start right here. Learn to create objects in 3D and how to manipulate them. 3D is a CAD skill that is becoming more main stream in the job market. Both mechanical and architectural disciplines will be covered. **June 14**, 8:30am-3:30pm, \$179

[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.

June 19, 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. **June 19**, 1-4pm, \$79

[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.

June 21, 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. **June 21**, 8:30am-3:30pm, \$179

[Learn more and register!](#)

Managing the Performance of Others – MONROE CAMPUS

Performance appraisals and annual reviews are among the most dreaded management tasks. In this session, learn how to shift the focus from yearly performance appraisals and annual reviews to the broad spectrum of performance management. Among the topics explored: professional employee development, personal development training goals, cross-training, challenging assignments, and regular performance feedback. **June 22**, 8am-4:30pm, \$259

[Learn more and register!](#)

What Makes a Superior Leader? Creating and Mastering a Successful Leadership Style

For current and future executives who aspire to be highly effective leaders who motivate, inspire, earn trust, and get results. Explore the essence of nonprofit leadership and develop an understanding of the traits that make for successful leaders. **June 22**, 9am-4pm, \$159

[Learn more and register!](#)

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