November 2018 Workshops

CPR, AED & First Aid Training
Training employees in CPR & First Aid can make the difference in securing a positive outcome should a medical emergency occur. In addition to impacting the health and morale of your employees, CPR training can also positively impact your corporate bottom line. Having employees trained for a possible medical emergency can lower your insurance risks and premiums. CBI is an American Heart Association Authorized Training Center. Our programs feature a two year certification and convenient training options. Classroom, on-line or on-site certifications for ten or more employees are available. New programs begin monthly. Please visit northampton.edu/HealthcareCourses to enroll individual employees or call 610-861-4194 for on-site training.

Microsoft PowerPoint 2016 Intermediate Seminar
For those who have a foundational working knowledge of Microsoft PowerPoint 2016. Learn how to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality. Prerequisite: Microsoft PowerPoint 2016 Beginner Seminar or equivalent knowledge. Nov. 6, 8:30am-4:30pm, $169
Learn more and register!

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. Nov. 7, 8am-4:30pm, $259
Learn more and register!

QuickBooks Introduction Seminar
Learn the basics of managing your small business finances with this easy-to-use software. Topics include setting up QuickBooks company file, working with customer and vendor transactions, and banking with QuickBooks. Designed with small business owners and accountants in mind. Basic computer knowledge required. Nov. 7, 8:30am-4:30pm, $169
Learn more and register!

Microsoft Excel: Advanced Formulas I
Do you ever wonder if you could be using formulas in Excel in a much more productive way? If so, then this class is for you. This course is for Intermediate Excel users that will take their formula skills to the next level. We will cover formulas and functions that allow you to ask one or more questions about your data before executing the formula. We will examine the power of integrating tables into your workflow with formulas. Functions covered in this class include: SumIf(s), Count If(s), AverageldIf(s), Vlookup, Index, Match, Offset and more. Nov. 7, 9am-Noon, $99
Learn more and register!
Microsoft Excel: Advanced Formulas II
Continue where you left off in Advanced Formulas I. Gain the skills to solve more complicated problems with formulas. An in-depth look will be given to the sumproduct function and arrays to master using text functions to parse data. We will also examine Excel’s tools for auditing formulas. Nov. 7, 1-4pm, $99
Learn more and register!

The Practical Challenges of Leadership
This half day session 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. *Practices of Successful Leaders and all other Leadership Certificate classes need to be taken prior to this class.* Nov. 8, 8am-Noon, $225
Learn more and register!

Exceptional Customer Service
Every interaction with a customer is a chance to provide exceptional customer service. When customers aren’t satisfied with products or services, the costs to the organization are high. In this one-day interactive workshop, you’ll explore strategies needed for customer service excellence, internally and externally. Emphasis is on identifying goals for your organization and job, how to defuse stressful interactions, and ways to provide the very best experience for every customer. Nov. 9, 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. Nov. 9, 9am-Noon, $99
Learn more and register!

Microsoft Word 2016 Intermediate Seminar
Advance your Microsoft Word 2016 skills. Learn to create and modify complex documents and use tools that allow you to customize these documents. Nov. 12, 8:30am-4:30pm, $169
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. Nov. 14-16, 8am-4:30pm, $1500
Learn more and register!

Microsoft Excel 2016 Beginning Seminar
For those 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 2016. Windows knowledge is required. Nov. 14, 8:30am-4:30pm, $169
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. Nov. 14, 8am-3:30pm, $179
Learn more and register!

Effective Nonprofit Governance: How Boards Should Work
Effective board members require more than good intentions. Learn the responsibilities of board membership for the individual and the full board including the law’s performance expectations. Discover how to maximize the critical partnership between the board and the executive director and effective tools for assessing board effectiveness. Nov. 14, 9am-4pm, $179
Learn more and register!
Presenting with Confidence
Many people say that giving a presentation is high on their list of stressful activities. In this half-day session, you will learn more about your natural strengths and ways to increase your confidence while enhancing your skills to connect clearly and meaningfully with your audience. Learn more about what makes an effective presenter and the importance of body language in communication. We’ll focus on how to plan, organize, and present information. Discover ways to most effectively assess and engage your audience for greatest impact and connection. Nov. 16, 8am-Noon, $135
Learn more and register!

Microsoft Access 2016 Intermediate Seminar
Advance your skills in Microsoft Access 2016. Topics covered: how to design a relational database, join tables to retrieve data from unrelated tables, organize a database for efficiency and performance, share data among Access and other applications, as well as customize reports. Prerequisite: Microsoft Access 2016 Beginner Seminar or equivalent knowledge. Nov. 19, 8:30am-4:30pm, $169
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. Nov. 19, 8am-4:30pm, $450
Learn more and register!

Exploring Google Tools
Google is not just a search engine. Learn 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. Nov. 20, 9am-Noon, $99
Learn more and register!

Continuous Improvement Process and Tools
The competitive need to cut costs, meet customers’ ever changing needs, and provide organizational sustainability and growth requires the application of a continuous improvement process, such as PDSA (Plan-Do-Study-Act) or DMAIC (Define, Measure, Analyze, Improve, Control). This session overviews both processes and the tools that will help secure a greater understanding of customers' needs, metrics that will inform decisions about our current processes, and identify root cause. Nov. 28, 8am-4:30pm, $259
Learn more and register!

Working with Teams
In order to actively engage the talent of each individual in the workplace, teams are often formed to create a basic working unit. These collaborative environments require interaction, open communication, and the ability to function effectively as a member of a working group. This one-day program focuses on the roles and responsibilities of a team and its members, the actions of a successful unit, stages of team development, and strategies to effectively manage individual differences within the group. Nov. 29, 8am-4:30pm, $259
Learn more and register!

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