

Learn More, Pay Less

Specialized COVID-19 Recovery Courses

We want to help you move forward! These courses are offered at a discounted rate; most classes are under \$50! *



Business and Community Solutions

Leadership Training

Webinar | Problem Solving and Critical Thinking

Customers are mainly interested in solutions to their problems. We'll address multiple methods for problem solving and critical thinking that will help you make timely decisions, or better yet, proactively attack situations before they become problems. Your ability to solve work problems, multitask and make reasoned decisions brings value to both your company and your customers.

Class ID: 80105 / Cost: \$29

Dec. 3, 2020 - 9- 10:30 a.m.

Webinar | Laws of Leadership: Follow Them and People Will Follow You

Everything rises and falls on leadership: you team, your job, your family, your charity and even your community. Leadership can be learned and like most subjects in life, leadership is comprised of and governed by laws. Even if you're ignorant of these laws, they're affecting you right now. The greater the number of laws you learn, the better you will become in all aspects of your life. Join us on for this session as we discuss the 21 Laws of Leadership as categorized by leadership expert and New York Times best-selling author, Dr. John Maxwell.

Class ID: 80104 / Cost: \$29

Jan.13, 2021 - 9- 10:30 a.m.

Webinar | Creating Psychological Safety to Keep Teams Moving Forward

When crisis arises, the first person people look to is the leader. Are you prepared? So that you aren't consumed by the stress, anxiety and reactions of others, it will be important to act based on your core values, and with emotional intelligence. Your job as a leader is to provide psychological safety by creating an environment in which team members feel comfortable discussing potentially frustrating and stressful situations.

Class ID: 80107 / Cost: \$29

March 16. 2021 - 9- 10:30 a.m.

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Webinar | Active Leadership/Resiliency: Lessons learned from my climb of Mt. Kilimanjaro with Liz Nead

Liz took on the challenge to travel to Tanzania and climb to the roof of Africa in search of adventure and transformation. She returned with a changed vision of leadership. With entertaining, exciting stories and visual videos and images, Liz tells the tale of her once-in-a-lifetime climb to the top of Mt. Kilimanjaro and her introduction to Active Leadership.

Thirteen inexperienced people from all over the world gathered at the base of Mt. Kilimanjaro. It would take 7 days and 40 climb staff to summit and descend the mountain through eight hour hikes and 20 degree nights.

Through the process, Liz witnessed a different kind of leadership than what she was accustomed to in the traditional corporate setting. As the group struggled to work together and successfully complete their mission, the climb guides quietly worked together with connection, clarity and focus.

The climb strategy, dubbed by Liz "Active Leadership" is focused on a stretch-goal, characterized by kind planning, measured paces and inspirational encouragement. Each team member had both a specific assignment and responsibility for the group goal. No role or detail is too insignificant.

By the end of the successful climb, the group was inspired, transformed and grateful, a hallmark of Active Leadership. This process, a combination of project management, servant leadership and visionary planning, is easily applied to sales teams, corporate groups, and project teams.

Takeaways:

- How to determine and maintain the pace of excellence.
- Setting and selling stretch goals to a group of people with varying backgrounds and abilities.
- Creating a culture of joyous service.
- Effectively bringing new people into a team.

Class ID: 80057 / Cost: \$59

Nov. 10, 2020 - 9- 10:30 a.m.

Small Business Training

Computer Classes:

Webinar | Gmail and Google Calendar

Get the most out of a Gmail email account. It doesn't matter if you've ever used another email program or if you're a complete newbie to the world of email. Send, receive, and organize messages. Manage your schedule more effectively with Google Calendar. Learn how to get started scheduling events, keeping track of your to-do's, and accessing it all on the go.

Class ID: 80078 / Cost: \$9

Feb. 9, 2021 - 5:30- 6:30 p.m.

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Google Drive, Docs, and Sheets

This class covers the basic concepts and organization of Google Drive, including creating folders, moving files in and out of those folders, and sharing your folders with others. Learn the tools in Google Docs to make your documents easy-to-read and distinctive. Explore the functions of sheets to create budgets, keep track of inventory, and present financial information in an easy-to-follow format.

Class ID: 80079 / Cost: \$9

Feb. 11, 2021 - 5:30- 7 p.m.

Beginning Word 2019: Creating and Editing Documents

This class is designed for those with little or no experience using Microsoft Word. Edit text, use bullets, create a table.

Class ID: 80179 / Cost: \$19

March 4, 2021 - 2:30- 5 p.m.

Beginning Word 2019: Inserting Pictures and Using Mail Merge

Add clip art or pictures to your document. Create headers and footers. Merge labels and envelopes.

Class ID: 80180 / Cost: \$19

March 10, 2021 - 2:30- 5 p.m.

Beginning Excel 2019: Getting Started

This class is designed for those with little or no experience using Microsoft Excel. Format cells, create formulas, and rearrange data.

Class ID: 80080 / Cost: \$19

March 18, 2021 - 2:30- 5 p.m.

Beginning Excel 2019: Filters and Headers

Create charts to compare data, manage multiple worksheets, use sorts and filters, and create headers and footers.

Class ID: 80081 / Cost: \$19

March 31, 2021 - 2:30- 5 p.m.

Intermediate Excel 2019: Workbook Formatting and Data Functions

Format with themes, cell styles, date/time formatting, and calculations formatting using graphics.

Class ID: 80082 / Cost: \$19

April 14, 2021 - 2:30- 5 p.m.

Intermediate Excel 2019: Functions (Financial, Conditional, Text)

Use what-if analysis tools, using functions to modify text, creating conditional functions using IF criteria, and troubleshoot formulas.

Class ID: 80083/ Cost: \$19

April 20, 2021 - 2:30- 5 p.m.

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Advanced Excel 2019: Tables and PivotTables

Work with tables, create PivotTables, and create calculated fields

Class ID: 80084 / Cost: \$19

May 3, 2021 - 2:30- 5 p.m.

Advanced Excel 2019: Macros and Data

Work with Macros, import/export data, summarize data, and protect a worksheet.

Class ID: 80085 / Cost: \$19

May 20, 2021 - 2:30- 5 p.m.

Marketing/ Online Classes

Webinar | Marketing: An Inside Out Process

Marketing departments are working hard to make their companies look 'young and innovative'. While this is a solid strategy in many ways, as it appeals to younger generations including the over 11 million Millennials on LinkedIn alone who are in decision making positions, this strategy only works one way. The company has to actually be a young and sexy place. If you want to look cool - you have to actually be a cool place. We know marketing and we know people and we understand that in today's world there is no way to look one way on the outside and be a completely different way on the inside. Let's talk about your company culture, your 'Why', and what that means for your messaging. As Simon Sinek so aptly put it: 'people buy why you do it, not what you do.'

Class ID: 80116 / Cost: \$29

Jan. 6, 2021 - 9- 10:30 a.m.

Webinar | Introduction to Search Engine Optimization (SEO) Tools

Not sure how to get your website to show up on the first page of Google searches? There are multiple avenues to improve your presence in Google search results. Join us to focus on some of the tools and techniques to optimize your website. We'll help you set up free accounts for a variety of optimization tools, and you'll have the chance to explore industry tools used by SEO professionals.

Class ID: 80118 / Cost: \$19

Feb. 3, 2021 - 9- 10:30 a.m.

Webinar | Search Engine Optimization Basics

Your website isn't helping anyone if they can't find it. Learn techniques to optimize your website content and design to achieve the best possible search ranking in Google search results. We'll discuss search engine optimization (SEO) tools, basic keyword research and implementation, and content optimization as well as other methods to continuously improve your ranking.

Class ID: 80119 / Cost: \$19

March 3, 2021 - 9 - 10:30 a.m.

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Webinar | E-Commerce: How to Create an Online Storefront

Are you ready to start selling online? In this course, learn about different options available for selling products online. This introductory course will focus on leading e-commerce solutions and help you navigate setting up an online storefront managing inventory and fulfilling orders.

Class ID: 80120 / Cost: \$19

April 7 2021 - 9- 10:30 a.m.

Human Resources Topics

Webinar | Employment Law Basics

A general overview of basic employment law and compliance issues that provide the foundational framework for a supervisor. A grasp of employment law will help avoid legal pitfalls, while helping create and sustain a welcoming and equitable environment. Topics include: Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA), Family Medical Leave Act (FMLA) and Fair Labor Standards Act (FLSA).

Class ID: 80123 / Cost: \$29

Dec. 10, 2020 - 9- 10:30 a.m.

Webinar | Healthy Brain/Healthy Workplace

Brain health and wellness is just as real as our physical health and can impact our physical wellbeing. As most people spend the majority of their waking hours at work, it is important to cultivate mental health in the workplace. In this course, we will discuss and develop strategies to encourage employers to promote the health, safety and well-being of all employees, to be open to ideas and feedback from employees, and to be aware of how everyone contributes to the mission of the organization.

Class ID: 80122 / Cost: \$29

April 1, 2021 - 9- 10:30 a.m.

Support For Non-Profits

Webinar | Fundraising 'Vital Signs'

This class is designed for those new to development and for seasoned development professionals seeking new and innovative ways to grow their funds. We will begin with a review of 'old school' fundraising techniques such as direct mail campaigns, special event fundraising and grant writing. Then we will address 'new school', technology-based fundraising techniques such as online fundraising, social media fundraising, online giving days and crowd-funding. Join this lively discussion to learn how each of these fundraising types can be incorporated into building a strong development plan for you and your organization.

Class ID: 80110 / Cost: \$19

Jan. 20, 2021 - 9 - 10:30 a.m.

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Webinar | Board Member Leadership Training

There's a pretty steep learning curve that comes with joining a board. Every organization has its own unique operational standards and quirks. Even if your new board member has previous experience serving, they've never served on your board. Without proper guidance, the process of getting adjusted to a new board position can be intimidating and lengthy. Worst case scenarios, some board members never find their footing, and leave at or before the conclusion of their term. Board training programs help prevent new board members from feeling overwhelmed by their position, and empower them to be proactive from the start of their service. Empowered board members do more for your nonprofit.

Class ID: 80113 / Cost: \$19

Feb. 3, 2021 - 9- 10:30 a.m.

More Classes Coming Soon!



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