



Essentials of Leadership
4 hours
Wednesday, Aug. 11
8:00 a.m.-12 p.m., \$55

Essentials of Communicating
4 hours
Wednesday, Aug. 11
12:30-4:30 p.m., \$55

Eureka! Profit 101
4 hours
Tuesday, Aug. 17
8:30 a.m.-12:30 p.m., \$40

Microsoft Access
15 hours
Thursday, Aug. 19-Sept. 16
8:30-11:30 a.m., \$65

Beginning Computers Part I
18 hours
Tuesday, Aug. 19-Sept. 21
6:00-9:00 p.m., \$75

Customer Service
6 hours
Wednesday, Aug. 25 & Sept. 1
8:30-11:30 a.m., \$50

Beginning Computer Keyboarding
18 hours
Tuesday, Aug. 24-Sept. 28
6:00-9:00 p.m., \$89

Human Resource Certification
Exam Preparation Workshop
30 hours
Tuesday, Aug. 24-Oct. 26
6:00-9:00 p.m.
\$800 for SHRM members
\$850 for non-members

Hazwoper 8 Hour Refresher
8 hours
Thursday, Aug. 26
8 a.m.-4:30 p.m., \$50

Microsoft Excel-Level I
6 hours
Saturday, Aug. 28
8:00 a.m.-3:30 p.m., \$59 OR
15 hours
Wednesday, Sept. 15-Oct. 13
8:30 a.m.-11:30 a.m., \$65 OR
15 hours
Thursday, Sept. 16-Oct. 14
6:00-9:00 p.m., \$65

Introduction to Web Page Design
18 hours
Thursday, Sept. 2-Oct. 7
6:00-9:00 p.m., \$75

Resolving Conflicts
4 hours
Wednesday, Sept. 8
8:00 a.m.-12 p.m., \$55

Coaching Job Skills
4 hours
Wednesday, Sept. 8
12:30-4:30 p.m., \$55

Covey Focus: Achieving Your Highest Priorities
7 hours
Friday, Sept. 10
8:30-4:30 p.m., \$125

Franklin Covey's Leading at the Speed of Trust
14 hours
Monday, Sept. 13-Oct. 4
8:00 a.m.-12 p.m., \$225

Microsoft Word Level I
15 hours
Monday, Sept. 13-Oct. 11
8:30-11:30 a.m., \$75 OR
15 hours
Monday, Sept. 13-Oct. 11
6:00-9:00 p.m., \$75

Usual Social Networking Media
for Business Marketing
12 hours
Monday, Sept. 13-Oct. 18
6:00-8:00 p.m., \$55

Understanding and Implementing 5S
2 hours
Thursday, Sept. 16
8:30-10:30 p.m., \$50

OSHA 10 Hour Certification for General Industry
11 hours
Thursday & Friday, Sept. 23 & 24
9:00 a.m.-3:00 p.m., \$50

Beginning Computers Part II
18 hours
Thursday, Sept. 30-Nov. 4
6:00-9:00 p.m., \$75

The 7 Habits of Highly Effective People
Tuesday and Thursday, Oct. 5-19
8:00 a.m.-12:30 p.m., \$175

Computer Maintenance & Upgrade
18 hours
Tuesday, Oct. 5-Nov. 9
6:00-9:00 p.m., \$69

A Reminder Class for Basic Grammar Skills
3 hours
Tuesday, Oct. 12
9:00 a.m.-12:00 p.m., \$35

Improving Work Habits
4 hours
Wednesday, Oct. 13
8:00 a.m.-12:00 p.m., \$55

Supporting Change
4 hours
Wednesday, Oct. 13
12:30-4:30 p.m., \$55

Understanding Finance for Non-Financial
Managers and Business Owners
5 hours
Thursday, Oct. 14
8:30 a.m.-2:00 p.m., \$59

Microsoft Office Project 2007
8 hours
Friday, Oct. 15
8:00 a.m.-4:30 p.m., \$59

Microsoft Excel Level II
12 hours
Tuesday, Oct. 19-Nov. 9
8:30-11:30 a.m., \$65 OR
12 hours
Tuesday, Oct. 19-Nov. 9
6:00-9:00 p.m., \$65

Team Building
6 hours
Wednesday, Oct. 20 & 27
8:30-11:30 a.m., \$50

Microsoft Outlook
6 hours
Monday & Tuesday, Oct. 25 & Oct. 26
6:00-9:00 p.m., \$39

Lean Manufacturing 101
9 & 1/2 hours
Monday, Nov. 1
2:00-4:00 p.m.
Tuesday, Nov. 2
8:00 a.m. 4:00 p.m., \$110

How to Establish Value for a Small,
Closely Held Business
6 hours
Thursday, Nov. 4
8:30 a.m.-3:00 p.m., \$59

Microsoft Word Level II
9 hours
Thursday, Nov. 4-18
8:30-11:30 a.m., \$59 OR
9 hours
Tuesday, Nov. 16-30
6:00-9:00 p.m., \$59

Developing Performance Standards & Goals
4 hours
Wednesday, Nov. 17
8:00 a.m.-12:00 p.m., \$55

Providing Performance Feedback
4 hours
Wednesday, Nov. 17
12:30 p.m.-4:30 p.m., \$55

Delegating
4 hours
Wednesday, Dec. 8
8:00 a.m.-12:00 p.m., \$55

Effective Discipline
4 hours
Wednesday, Dec. 8
12:30 p.m.-4:30 p.m., \$55