



PROFESSIONAL DEVELOPMENT
QUARTERLY CALENDAR

**IT IS TIME TO
SHARPEN THE
SAW!**

JUL- SEPT 2016

JULY

19	BEHAVIORAL INTERVIEWING	8am- 5pm	PDC, RM 102
20	4 LENSES	11am-12:30pm	PDC, RM 103
21	MS EXCEL	8am-5pm	PDC, RM 101
27	INTERVIEWING TIPS & TRICKS	11am-12pm	PDC, RM 103

AUGUST

12	COMMUNICATION SKILLS	8am- 5pm	PDC, RM 101
19	EMOTIONAL INTELLIGENCE	10am- 11:30	PDC, RM 103
23	TEAM BUILDING SKILLS	11am-12:30pm	PDC, RM 103
26	POWER POINT BASICS	8am- 5pm	PDC, RM 101

SEPTEMBER

9	BASIC LEADERSHIP SKILLS	8am- 5pm	PDC, RM 102
14	PERFORMANCE COACHING	10am-2PM	PDC, RM 103
16	PLANNING AND GOAL SETTING	8am- 5pm	PDC, RM 102
23	INTRO TO ACCESS	8am- 5pm	ATTC, RM 119

If I had six hours to chop down a tree, I'd spend four hours sharpening the axe.

-Abraham Lincoln

CLICK [HERE](#) TO REGISTER FOR WORKSHOPS

CONTACT SECRET BROWN WITH QUESTIONS AT 909-382-4048

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Course Descriptors:

Intro to Excel: Microsoft Excel is the standard spreadsheet application for both the business world and personal use. Excel is a powerful tool to build spreadsheets for organizing, visualizing, and calculating your data. This basic introduction to Excel is a precursor to follow up workshops to help you get a solid handle on how to make the power of Excel work for you.

Upon completion participants will learn the basics to Excel and have strong tools to build upon with follow up workshops for intermediate Excel.

4 Lenses: The 4 Lenses Assessment is a proven personality assessment which helps organizations build a solid understanding in the innate talent and potential of its individuals. The instrument was created from the research of the Myers Briggs Personality Type Indicator, as well as David Kersey's modifications to this instrument in his book, Please Understand Me. This instrument has been simplified to create a more enjoyable experience with longer lasting application retention.

Behavioral Interviewing: Participants will learn how to use the behavioral-interview technique to evaluate a candidate's experiences and behaviors so they can determine the applicant's potential for success. The interviewer identifies job-related experiences, behaviors, knowledge, skills, and abilities that the company has decided are desirable in a particular position.

Performance Coaching: Coaching, in its simplest form, means to train, tutor or give instruction. It is an excellent skill that can be used to enhance growth and performance, as well as promote individual responsibility and accountability. Managers will learn to identify and strengthen performance weaknesses while developing a future leader.

Communication Skills: The human brain starts working the moment you're born and never stops until you stand up to speak in public," according to actor George Jessel. This fun and interactive workshop uses a variety of techniques, including theatrical exercises, to focus on overcoming the fear to speak up in impromptu and formal speaking situations. Employees will leave the workshop more confident in their abilities to communicate in any situation.

Emotional Intelligence (EQ): Emotional Intelligence matter. Whether you are aware of them or not, emotions are intertwined in everything you think, do and say each day on the job, in your career and throughout your life. Emotional Intelligence (EQ) is how you handle yourself and other on the job. Your EQ consists of four core skills: Self-Awareness, Self- Management, Social Awareness and Relationship Management.

Team Building Skills: "Talent wins games, but teamwork and intelligence win championships." --Michael Jordan. Participants will gain the ability to identify and motivate individual employees to form a team that stays together, works together and achieves together.

ACCESS Basics: Participants will get exposed to the wonderful world of MS Access. Create basic databases for easy information search and querying and build list and design data entry portals.

Basic Leadership Skills: In a busy workplace where leaders new and existing, are placed in various situations, being a leader is a huge responsibility that often requires a leader to make quick decisions and reactions. This interactive workshop will provide supervisors the leadership and supervisory skills needed to lead and motivate employees, work as a team, increase productivity, deal with work place conflicts and assure company policies and procedures are followed.