

Course Schedule

June 2019

June 4	Excel – Session 2: Top 15 Functions
June 5	5 Steps to Becoming a Better Trainer
June 7	Aerial & Scissor Lift Operator
June 7	Aerial & Scissor Lift Train the Trainer
June 8	ServSafe Training and Certification
June 11	Lockout/Tagout
June 11	Excel – Session 3: Charting and Conditional Formatting
June 13	Critical Thinking – How to Plan, Organize, and Get Things Done
June 13	Creating Effective Communication in the Workplace – On the CSI Challenge Course
June 18	Excel – Session 4: Get Results from Data
June 18	Effective Communication – How to Design and Deliver Your Message
June 20	Conflict Resolution in the Workplace – On the CSI Challenge Course
June 22	ServSafe Entrenamiento y Certificacion
June 25	Excel – Session 5: Pivot Tables and Pivot Charts
June 25	Leadership Development & Supervision in the Workplace – On the CSI Challenge Course
June 27	NFPA 70E Electrical Training

July 2019

July 9	5S and Lean Manufacturing
July 11	Scaffolding Competent Person

July 11	HR Series – Session 1
July 16	Managing Up
July 18	Forklift Operator
July 18	Forklift Train the Trainer
July 19	Welding – Level 1: Introduction Stick/MIG
July 23	Fall Protection Competent Person
July 23	Intro to HACCP & Food Safety
July 25	Safe Quality Foods (SQF)
July 25	HR Series – Session 2

August 2019

August 2	ServSafe Training & Certification
August 7	Productivity for the Leaders of Today
August 9	Excel – Session 1: 101
August 13	Advancing a Problem Solving Culture
August 15	StrengthsQuest – A Guide to Identify & Fully Utilize Your Strengths
August 15	Excel – Session 2: Top 15 Functions
August 20	Operational Toolbox
August 20	Intro to 911 Dispatch Communications
August 21	Industrial Communication
August 22	Confined Space Competent Person
August 23	Excel – Session 2:
August 23	Flagging & Basic Traffic Control
August 29	HR Series – Session 4
August 30	Excel – Session 3: Charting and Conditional Formatting

September 2019

September 5	Critical Thinking – How to Plan, Organize, and Get Things Done
September 6	Excel – Session 4: Get Results from Data
September 9	Real Estate Module 1
September 10	Reclaim Clarity
September 12	OSHA 10 – General Industry
September 13	Excel – Session 5: Pivot Tables and Pivot Charts
September 17	Lockout/Tagout
September 18	Introduction to Programmable Logic Controllers
September 19	Effective Communication – How to Design & Deliver Your Message
September 20	Forklift Operator
September 20	Forklift Train the Trainer
September 23	Online Marketing
September 26	Aerial & Scissor Lift Operator
September 26	Aerial & Scissor Lift Train the Trainer
September 26	Excel – Session 1: 101
September 26	SQF Quality Systems
September 27	NFPA 70E Electrical
September 27	Outlook 101
September 30	Real Estate Module 2

October 2019

October 1	Managing Up
October 3	Excel – Session 2: Top 15 Functions

October 4	Outlook 102 – Organization of Emails and Contacts
October 10	Excel – Session 3: Charting and Conditional Formatting
October 10	Scaffolding Competent Person
October 11	Outlook 103 – Appointments, Meetings, and Tasks
October 15	Operational Toolbox
October 17	Excel – Session 4: Get Results from Data
October 17	Forklift Operator
October 17	Forklift Train the Trainer
October 22	Reclaim Clarity
October 23	Introduction to Electrical Safety Arc Flash and NFPA 70E
October 24	Excel – Session 5: Pivot Tables and Pivot Charts
October 25	Aerial & Scissor Lift Operator
October 25	Aerial & Scissor Lift Train the Trainer
October 29	Confined Space Competent Person

November 2019

November 2	ServSafe Training & Certification
November 4	Fall Protection Competent Person
November 6	Industrial Communication
November 14	Aerial & Scissor Lift Operator
November 14	Aerial & Scissor Lift Train the Trainer