# 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	<u>Critical Thinking – How to Plan, Organize, and Get Things</u> <u>Done</u>
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	<u>Leadership Development &amp; Supervision in the Workplace – On the CSI Challenge Course</u>
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 6  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 23  Online Marketing  September 24  Aerial & Scissor Lift Operator  September 26  Aerial & Scissor Lift Train the Trainer  September 26  September 26  September 27  NFPA 70E Electrical  September 27  Outlook 101	F	1
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 23 Online Marketing  September 24 Aerial & Scissor Lift Operator  September 25 September 26 Excel – Session 1: 101  September 26 September 27 NFPA 70E Electrical  September 27 Outlook 101	September 5	<u>Critical Thinking – How to Plan, Organize, and Get Things</u>
September 9  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  September 26  Excel - Session 1: 101  September 27  NFPA 70E Electrical  Outlook 101		<u>Done</u>
September 9  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  September 26  Excel - Session 1: 101  September 27  NFPA 70E Electrical  Outlook 101		
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  September 26  September 27  NFPA 70E Electrical  September 27  Outlook 101	September 6	Excel – Session 4: Get Results from Data
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  September 26  September 27  NFPA 70E Electrical  September 27  Outlook 101		
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  September 26  September 27  NFPA 70E Electrical  September 27  Outlook 101	September 9	Real Estate Module 1
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  September 27  NFPA 70E Electrical  September 27  Outlook 101		
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  September 27  NFPA 70E Electrical  September 27  Outlook 101	September 10	Reclaim Clarity
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  September 26  September 27  NFPA 70E Electrical  September 27  Outlook 101		
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  September 26  September 27  NFPA 70E Electrical  September 27  Outlook 101	September 12	OSHA 10 – General Industry
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 September 26 September 26 September 26 September 27 NFPA 70E Electrical  September 27 Outlook 101		<u>Oshiri to Contratinadany</u>
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 September 26 September 26 September 26 September 27 NFPA 70E Electrical  September 27 Outlook 101	Santambar 12	Event Session 5: Pivet Tables and Pivet Charts
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  September 27  NFPA 70E Electrical  September 27  Outlook 101		LXCer - Session 3. Hyor tables and Hyor Charis
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  September 27  NFPA 70E Electrical  September 27  Outlook 101	Cantanah ar 17	La alca et /Tara a et
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  September 27  NFPA 70E Electrical  September 27  Outlook 101	september 17	LOCKOUI/Tagoui
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  September 27  NFPA 70E Electrical  September 27  Outlook 101		
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 September 27 NFPA 70E Electrical  September 27 Outlook 101	September 18	Introduction to Programmable Logic Controllers
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 September 27 NFPA 70E Electrical  September 27 Outlook 101		
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 Suf Quality Systems  September 27 NFPA 70E Electrical  September 27 Outlook 101	September 19	
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 Supplember 27 NFPA 70E Electrical  September 27 Outlook 101		<u>Message</u>
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 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 20	Forklift Operator
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 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 20	Forklift Train the Trainer
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 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 23	Online Marketina
September 26  September 26  Excel – Session 1: 101  September 26  SQF Quality Systems  September 27  NFPA 70E Electrical  September 27  Outlook 101		<u> </u>
September 26  September 26  Excel – Session 1: 101  September 26  SQF Quality Systems  September 27  NFPA 70E Electrical  September 27  Outlook 101	September 26	Aerial & Saissor Lift Operator
September 26  September 26  SQF Quality Systems  September 27  NFPA 70E Electrical  September 27  Outlook 101	30010111001 20	Action at a delision birth operator
September 26  September 26  SQF Quality Systems  September 27  NFPA 70E Electrical  September 27  Outlook 101	Sentember 26	Aerial & Saissor Lift Train the Trainer
September 26  September 27  NFPA 70E Electrical  September 27  Outlook 101	JODICITIDO 20	AOIM & SCISSOFEIT HAITTING HAITTIG
September 26  September 27  NFPA 70E Electrical  September 27  Outlook 101	Santambar 24	Evoal Socian 1:101
September 27  NFPA 70E Electrical  September 27  Outlook 101		<u> LXCGI — 3G331011 1. 101</u>
September 27  NFPA 70E Electrical  September 27  Outlook 101	Compto mala ar O/	
September 27 Outlook 101	september 26	<u> 2AL Analità sàstems</u>
September 27 Outlook 101	0 1 1 07	NED 4 70E EL 11
	September 2/	NFPA /UE Electrical
Contembra 20	September 27	Outlook 101
Canada and CO		
September 30 <u>Real Estate Module 2</u>	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