

**TURBO-CHARGE
YOUR
JOB PERFORMANCE**

**WITH
PROFESSIONAL
LEARNING**

**FOR ALL
EMPLOYEES!**

Fall 2018 Course Offerings

TECHNOLOGY

Google Drive, Applications, and Forms

3 - Two-Day Sessions beginning:
8/20/18
9/25/18
12/04/18

All sessions begin at 4:30 P.M.

Microsoft Excel (Beginning)

1 - Five-Day Session beginning:
8/21/18

All sessions begin at 4:30 P.M.

Microsoft Excel (Advanced)

1 - Three-Day Session beginning:
12/07/18

All sessions begin at 4:30 P.M.

Google Sheets and Forms

1 - Three-Day Session beginning:
10/15/18

All sessions begin at 4:30 P.M.

Microsoft Excel (Intermediate)

1 - Three-Day Session beginning:
10/19/18

All sessions begin at 4:30 P.M.

**WE ARE
HERE FOR
YOU!**

ADDITIONAL SESSIONS WILL BE SCHEDULED UPON REQUEST.

WE ALSO PROVIDE ONSITE TRAINING UPON REQUEST.

PLEASE CONTACT:

Danny Beck or Kim Blackwood

FOR TRAINING REQUESTS.

PLEASE REGISTER FOR ALL COURSES IN [PDEXPRESS](#).

WORKSKILLS

The Power of Emotional Intelligence and Positive Psychology

Five Evening Sessions
(Participants need only to register for and attend one session.)

9/18/18
10/02/18
10/16/18
10/30/18
11/13/18

All evening sessions are held from
5:00 to 8:00 P.M.

One Morning Session
9/20/18

From 9:15 A.M. to 12:00 P.M.

Providing Exceptional Customer Service

One Morning Session
8/30/18
From 9:15 A.M. to 12:00 P.M.

One Evening Session
9/04/18
From 5:00 to 8:00 P.M.

Presentation Skills

14 Evening Sessions beginning
9/13/2018 at 5:00 P.M.