

## **CBI Workshops Upcoming Programs**

### **July - August 2025**

#### **Leadership Lehigh Valley & Leadership Pocono**

CBI's Leadership Lehigh Valley and Leadership Pocono empower people who actively engage in their own learning and want to learn more about their region and how it operates in terms of government, education, social services, culture, and more. Both programs are unique learning labs for leadership where we commit to developing leadership capability while encouraging participants to apply leadership skills to benefit their communities through service. Leadership and networking opportunities will also benefit the sponsoring organization. Both programs will begin in September 2025 and are now open for registration. For more information, including schedule, registration and pricing, please visit [northampton.edu/LLV](http://northampton.edu/LLV) (for Leadership Lehigh Valley) and [northampton.edu/LP](http://northampton.edu/LP) (for Leadership Pocono). Questions? Please email [workforce@northampton.edu](mailto:workforce@northampton.edu).

#### **Microsoft Excel Beginning - Online**

Designed for those looking to gain skills such as: how to perform calculations, how to modify and format a worksheet, print workbook contents, as well as manage larger workbooks. Offered in a convenient online format via Zoom, so internet access is required. Two 4-hour sessions.

**July 9-10, 8am-Noon, \$269. Zoom**

[Learn more and register!](#)

#### **Coaching for Improved Performance**

Employees enter the workplace with diverse skill sets and levels of engagement and interest concerning work. Factor in the "do more with less" pressure supervisors and managers face daily, and the question becomes how do you motivate employees and encourage excellence in an increasingly difficult environment? Coaching is the answer. In this interactive workshop, learn how to help employees rise to the higher level of performance that a rapidly changing environment demands while creating successors in key positions so the organization is constantly preparing the next generation of leaders.

**July 15, 8am-4pm, \$289. Fowler Center, Room 605**

[Learn more and register!](#)

#### **Introduction to Project Management**

This exciting introductory program explores the basic skills necessary to become an effective project manager, including meeting management/leadership concepts. Working within the Project Life Cycle (Initiation, Planning, Execution, and Closure), you'll learn and apply tools that support successful execution.

**July 22, 8am-4pm, \$289. Fowler Center, Room 605**

[Learn more and register!](#)

### **Conflict Resolution Strategies - Online**

While workplace conflicts are often inevitable, this one-day, interactive workshop provides tools to identify needs in conflict situations, manage stress, and promote conflict resolution. The program focuses on how communication styles affect conflict, the benefits of conflict, and five conflict styles to solve problems. Explore your own preferred styles, practice how to use skills, and apply a conflict resolution model for your workplace.

**July 28-29, 8am-Noon, \$289. Zoom**

[Learn more and register!](#)

### **New! Setting Culture for Results**

Every organization chooses how they define the results that matter to them by identified Key Performance Indicators of performance (KPIs). All organizations deliver consistent results, whether by happenstance or intentional design, unless something changes. That change may come from outside (a customer, a supply chain issue, competitors' offerings, etc.) or from inside as you intentionally shift your culture and operations to be more responsive and agile in anticipating the challenges from the outside world. This session explores how you can intentionally set your culture to remain lastingly successful.

**July 29, 8am-4pm, \$359. Fowler Campus, Room 605**

[Learn more and register!](#)

### **Balancing Management with Leadership**

Ultimately as leaders, we are responsible for taking care of the business aspect as well as the people. Creating a structure that leads to success, setting and translating KPIs, and holding others accountable for results are key aspects of this session.

**Aug. 4, 8am-4pm, \$359. Fowler Campus, Room 605**

[Learn more and register!](#)

### **Managing the Performance of Others**

Performance appraisals and annual reviews are among the most dreaded management tasks. In this session, learn how to shift the focus from yearly performance appraisals and annual reviews to the broad spectrum of performance employee development, personal development training goals, cross-training, challenging assignments, and regular performance feedback.

**Aug. 6, 8am-4pm, \$359. Fowler Campus, Room 605**

[Learn more and register!](#)

### **Microsoft Excel Intermediate - Online**

Advance your skills with Microsoft Excel in an online class format. Topics included are: advanced formulas, lookup functions, organizing worksheet data with tables, utilizing charts, PivotTables, slicers and PivotCharts. Offered in a convenient online format via Zoom, so internet access is required. Two 4-hour sessions.

**Aug. 6-7, 8am-Noon, \$269. Zoom**

[Learn more and register!](#)

### **Emotions at Work: Effectively Managing What Lies Beneath - Online**

We are all feeling some pressure right now. It may be work or home, but emotions are much closer to the surface than we like. If you are an organizational leader, you most certainly have employees struggling right now with more acute emotional experiences given life circumstances and/or work situations. This workshop will examine the various ways we interact with and manage our emotions while providing you skills to take control back. We will look at different kinds of emotion, ways to adapt, and practices that will help us get back in the driver's seat. Come explore what lies beneath and learn tools to change.

**Aug. 12, 9am-Noon, \$125. Zoom**

[Learn more and register!](#)

### **New! Crafting Impactful Presentations**

This program was designed to support individuals in developing and enhancing their presentation skills. The whole process from crafting content to delivery will be unpacked to explore ways to increase the impact of our presentations. Participants will discuss and practice presentation skills both in-person and virtually. At the conclusion of the program, each participant will develop an action plan.

**Aug. 13, 8am-4pm, \$289. Fowler Campus, Room 605**

[Learn more and register!](#)

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### **Introduction to Microsoft 365 - Online**

This introductory online workshop covers the basics of Microsoft 365, which includes SharePoint, OneDrive, and Teams. The differences between each will be discussed. Join us to learn more about this powerful collaboration tool.

**Aug. 13, 8am-Noon, \$125. Zoom**

[Learn more and register!](#)

**Thank you for supporting NCC & CBI!**