CBI Workshops Upcoming Programs
October 2021

CBI's Management Certificate Program is being offered an additional time as a virtual series beginning this November!
This series of six workshops is designed for individuals seeking to improve their professionalism and supervisory or managerial skills. The content focuses on the most current and research-based best practices. The methods are experiential, individualized and participatory. Participants pursuing this certificate may have various backgrounds including, but not limited to, business and industry, government and non-profit. The first workshop, Basic Management Skills will take place via Zoom on November 8 & 9, 2021 from 8am - noon. Click here for more info or to register.

Excellence in Public Speaking, Presentation and Facilitation
Effective public speaking, presenting & facilitation skills are essential to the development of anyone in the workforce today. Join us and delve into techniques to engage others while maintaining focus; examine the role of the facilitator in presenting and public speaking engagements; explore how to engage diverse personalities and styles within meetings to reduce frustration and produce results. By completing this two day workshop, individuals will have the skills & confidence to speak in front of any group, in any situation.
Sept. 30 - Oct. 1, 8am-4pm, $510. Fowler Center, Room 605
Learn more and register!

Effective Interactions
In the workplace, effective interaction skills are critical to building strong relationships, engaging people, and solving problems. This one-day interactive workshop focuses on two core skills: listening and assertive communication. You will self-assess and practice skills, explore the power of listening effectively and being direct, and plan for productive ways to engage people and get results. Oct. 5, 8am-4pm, $279. Fowler Campus, Room 605
Learn more and register!

Building Professional Strength
Organizations strive to present, promote and encourage professional behavior in their business dealings. Unless these concepts are defined and reinforced, employees can be unaware of the expectations desired by their organization. This program seeks to define those concepts and promote professional behavior. It will relate professionalism to all aspects of an employee’s work experiences. Oct. 6-7, 8am-Noon, $279. Zoom platform
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.
Oct. 13-14, 8am-Noon, $259. Zoom platform
Learn more and register!
Problem Solving Techniques
Solving a problem is a process: Define the issue, sort symptoms from causes, generate ideas, make sound decisions, implement the solution, and monitor outcomes to ensure success. This one-day workshop provides a critical-thinking framework to approach problems and decisions in systematic and creative ways. Learn when to solve a problem on your own or benefit from group problem-solving. In this interactive program, you will practice and identify practical ways to apply skills every day in the workplace. **Oct. 18-19**, 8am-Noon, $279. Zoom platform
Learn more and register!

Microsoft Word Beginning - Online
Learn basic Microsoft Word Skills in a convenient 2 day format. Discover how to create, edit, and format documents, how to insert simple tables and create lists, and how to use a variety of techniques to improve the appearance and accuracy of document content. **Oct. 20-21**, 8am-Noon, $259. Zoom platform
Learn more and register!

Authentic Leadership
Transform relationships at all levels by knowing yourself, defining your purpose, creating transparency, and balancing interests. This session supports communicating a clear, consistent vision, using storytelling to inform and engage, and applying the power of targeted communication. **Oct. 26**, 8am-4pm, $349. Fowler Center, Room 605
Learn more and register!

Conflict Resolution Strategies
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. **Oct. 27-28**, 8am-Noon, $279. Zoom platform
Learn more and register!

Thank you for supporting NCC & CBI!