



cbi workshops

Essential Workshops for Powerful Growth

February 2019 Workshops

Monroe Management Certificate Program

Beginning this March, our very popular Management Certificate Program, is being offered again at the beautiful NCC Monroe County campus. This comprehensive training program consists of six different learning modules. Each module is 8 hours / 1 day in length for a total of 48 hours or six full days. However, training days are not consecutive which allows candidates for the certificate time to use and practice the new skills they learned in training before they attend the next module. The first workshop, Basic Management Skills, will be held March 22. For more information about this valuable program, please click [here](#).

OSHA 10-Hour Construction Outreach Training Program

The 10-Hour Construction Outreach Program is to provide entry level construction workers a broad awareness on recognizing and preventing hazards on a construction worksite. The training covers a variety of safety and health hazards which a worker may encounter at a construction worksite. Emphasis is placed on OSHA's Focused Four Hazards.

Feb. 4-5, 8am-2:30pm, \$150

[Learn more and register!](#)

OSHA 30-Hour Construction Outreach Training Program

The 30-Hour Construction Outreach Training Program is to provide people with some safety responsibility broad awareness on recognizing and preventing hazards on a construction worksite. This course will provide an orientation and expansion of information as it relates to occupational safety and health. Participants will be made aware that workers must receive additional training on hazards specific to their job. The training covers a variety of safety and health hazards which a worker may encounter at a construction site with an emphasis on OSHA's Focused Four Hazards.

Feb. 4-8, 8am - end times vary, \$450

[Learn more and register!](#)

Restaurant Supervisory Skills Training - Customer Service (EASTON CAMPUS)

Overview the theory and practice of customer service. Explore concepts around leading others and best practices in creating a team of willing followers as well as the value of building guest loyalty. *This session is the first module of the Restaurant Supervisory Skills Program.* **Feb. 4, 10am-2pm, \$109**

[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. **Feb. 5, 8am-4:30pm, \$259**

[Learn more and register!](#)

cbi center for
business + industry

Northampton Community College

Fowler Family Southside Center
511 East Third Street
Bethlehem, PA 18015
www.northampton.edu/cbi

One source. Countless solutions.

Microsoft Access 2013 Intermediate Seminar

Designed for students looking to gain skills such as; how to design a relational database, join tables to retrieve data from unrelated tables, organize a database for efficiency and performance, share data among Access and other applications as well as customize reports while using Microsoft Access 2013. Windows knowledge is required. **Feb. 5**, 8:30am-4:30pm, \$169
[Learn more and register!](#)

Microsoft Excel PivotTables and Lookups

Interested in learning more about PivotTables, PivotCharts and the HLOOKUP and VLOOKUP functions? You will find this in-depth session on these topics helpful. These are hot topics that finally have their own slot! Windows knowledge is required. **Feb. 6**, 9am-Noon, \$99
[Learn more and register!](#)

Microsoft Excel: Data Analysis

Learn to use Excel's text functions to clean data, construct data tables to clearly display results of multiple inputs & variables and analyze your data to examine opportunities with Excel's powerful built-in ToolPak. We will also cover how to test various scenarios, unravel complex problems with solver, do trend analysis, and perform regression analysis to make forecasts. **Feb. 6**, 1-4pm, \$99
[Learn more and register!](#)

Search Engine Optimization and Web Analytics

In this beginner class, participants will learn how to move their website to the top of a Google search. Topics that will be discussed are how you create keywords and remove roadblocks that keep your page from the top of the search list. Web Analytics, particularly Google Analytics, will be discussed and you will learn how to monitor the success of your website. **Feb. 7**, 9am-Noon, \$99
[Learn more and register!](#)

Restaurant Supervisory Skills Training – The Mindset of a Leader (EASTON CAMPUS)

Understanding human motivation and the power of investing in others is key in adopting the mindset of a leader. During this session, discover how to become a strong leader and how to apply this mindset in your workplace. *This session is the second module of the Restaurant Supervisory Skills Program.* **Feb. 11**, 10am-2pm, \$109
[Learn more and register!](#)

Microsoft Excel 2013 Beginning Seminar

Designed for students 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 using Microsoft Excel 2013. Windows knowledge is required. **Feb. 11**, 8:30am-4:30pm, \$169
[Learn more and register!](#)

Microsoft PowerPoint Beginning Seminar

For those who wish to gain the foundational understanding of Microsoft PowerPoint that is necessary to create and develop engaging multimedia presentations. Windows knowledge is required.

EASTON CAMPUS - **Feb. 12**, 8:30am-4:30pm, \$149 (continental breakfast and lunch **NOT** included)
[Learn more and register!](#)

FOWLER CAMPUS - **Feb. 13**, 8:30am-4:30pm, \$169
[Learn more and register!](#)

Valuing Employee Differences and Managing Across Generations

American workers are a diverse people, representing four generations. Strategies for individuals to counter influences that lead to exclusion of others will be addressed. Participants will experience skill building techniques in proven communication approaches that foster understanding and teamwork with all people. This program builds employees' awareness of the benefits and importance of valuing all people in the work environment. **Feb. 13**, 8am-4:30pm, \$259
[Learn more and register!](#)

Fundamentals of Finance

Develop the basic skills to manage nonprofit finances. Understand and interpret your organization's financial story. Learn to read and interpret financial reports, how to separate financial duties to protect your organization, and how to allocate expenses across programs for more effective resource management. **Feb. 14**, 9am-4pm, \$179
[Learn more and register!](#)

Restaurant Supervisory Skills Training – Best Practices in Leadership (EASTON CAMPUS)

Communication, engagement, and strong relationships are key in being an effective leader. Learn ways to set realistic goals for your workforce, give positive and impactful feedback and help your coworkers become accountable for their performance. Practices of effective leadership will be discovered during this session. *This session is the third module of the Restaurant Supervisory Skills Program.* **Feb. 18**, 10am-2pm, \$109
[Learn more and register!](#)

Microsoft Excel: Macros and Templates

Macros help you automate tasks that you repeat on a regular basis. Save time, and help employees less familiar with the advanced features of Excel by creating macros. In this session we learn how to record macros, and give a brief introduction to Visual Basic for Applications (VBA) to aid in editing the code behind those macros.

Feb. 18, 1-4pm, \$99

[Learn more and register!](#)

Introduction to Project Management

This exciting, one-day 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.

Feb. 20, 8am-4:30pm, \$259

[Learn more and register!](#)

Exploring Google Tools

Google is not just a search engine. Learn how to use Google applications such as Drive, Docs, Calendar, and Gmail. Join us for this short course to explore these powerful tools that will help you stay connected anywhere you go.

Feb. 21, 9am-Noon, \$99

[Learn more and register!](#)

Baldrige Criteria

Since 1988, the Malcolm Baldrige National Quality Award has been presented to organizations demonstrating excellence in performance. The Baldrige Framework for Excellence provides a template for self-evaluation of any organization. This session will familiarize participants with the self-assessment tool and how to apply these standards to create strategies for stronger organizational performance. **Feb. 26**, 8am-4:30pm, \$259

[Learn more and register!](#)

Microsoft PowerPoint Intermediate Seminar (EASTON CAMPUS)

For those who already have a foundational working knowledge of Microsoft PowerPoint. Learn how to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality. Prerequisite: PowerPoint Beginner Seminar (PPBEG100) or equivalent knowledge. **Feb. 26**, 8:30am-4:30pm, \$149 (Hospitality **NOT** included)

[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. **Feb. 27**, 8am-4:30pm, \$259

[Learn more and register!](#)

Microsoft Word Beginning Seminar

Learn basic Microsoft Word skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content. Windows knowledge is required. **Feb. 28**, 8:30am-4:30pm, \$169

[Learn more and register!](#)

Thank you for supporting the Center for Business & Industry at Northampton Community College!