

LEADERSHIP, MANAGEMENT AND WORKPLACE SKILLS	MAR	APR	MAY	JUNE	JULY	AUG
Writing Effective Grant Proposals: Telling Your Story	11					
Embracing Conflict: A Systems Approach for Leaders and Teams << New	(Full)					
Excel Skills 1: Fundamentals & Essentials	19					
Managing Your Brain for Managers: Neuroscience of Leading Self & Others	19	9				
Strategic Thinking, Planning & Organizational Transformation	25					
Presenting Yourself to One or Many: Presenting for Influence	26					
Servant Leadership Certificate 4 days << Redesigned	(Full)					
Listening for a Change: Skills for Inclusivity		7				
Using Data Visualization and Infographics to Tell Your Story ½ day a.m. << New		(Full)				
Elements of Digital Style: Guidelines for Today's Content Editors ½ day p.m.		8				
Management Assessment for Personal Planning & Development		9				
Honoring Our Common Differences: Reflective Actions for Inclusivity		28				
Fundamentals of Project Management << New		29-30				
Problem Analysis & Problem Solving			6			
Managing in Permanent Whitewater			7			
Excel Skills 3: Analyzing and Forecasting for Decision-Making			14			
Leadership			20			
The Manager's Role in Work Satisfaction and Engagement			20-21			
Executive Writing: Effective Written Communication + Oak Creek Location = May 14			21			
Creating an Organizational Culture of Collaboration << New				2		
Productivity & Quality Improvement				3		
The Art of Conflict Transformation				2-3		
Communication Skills for Challenging Conversations				3-4		
Exploring and Reporting Your Data << Redesigned				4		
Leading at a Distance: Managing Virtual Staff and Teams				5		
Customer Service: Strategically Creating Standards and Wows				16		
Communication Strategies for Women in the Workplace				17		
Managing Change Using Project Management Skills				17		
Fearless Coaching				17		
Encouraging a Culture of Civility & Respect				18		
Leading Teams Across Silos: The Advanced Skill of Boundary Spanning				24		
Project Management Certificate & Mid-Level Management Certificate See Website						
HUMAN RESOURCES, TRAINING AND DEVELOPMENT	MAR	APR	MAY	JUNE	JULY	AUG
Effective Compensation and Performance Management Systems	26-27					
Strategic Staffing and Workforce Planning		23-24				
Professional Trainer's Certificate 6 days				2 - 4 + 16 - 18		
SUMMER						
The Art of Delegation					7	
Building Effective Teams					8	
Strengths Discovery: Coach Yourself to Success					16	
Performance Coaching Skills for Managers Certificate 4 days					22 - 23 29 - 30	
Leadership Presence: Acting Skills for Confidence, Influence, Awareness						6
Intercultural Communication: Foundation for Cultural Competency << New						12
Leading Out Loud: Using Story in Communication						13
Management Assessment for Personal Planning & Development						18
Effective Workplace Writing						19
Facilitating Difficult Meetings ½ day a.m. << New						19
Graphical Note Taking and Mind Mapping ½ day p.m. << New						19
Building Your Networking Confidence ½ day a.m. << New						20
Five Approaches to Conflict Resolution: What Works When ½ day pm << New						20