



2012 Offerings

January	Date
Understanding MicroSoft Project*	January 19 - 20
Effective Succession Planning/Workplace Mentoring+•	January 25
Human Resources Certification Preparation - PHR/SPHR	January 30 - May 7 (Mondays)
February	Date
Leveraging LinkedIn for Business Development & Marketing	February 7
Human Resources Essentials•	February 10 - March 2 (Fridays)
Keystone Club Sales Training	February 13 - March 19 (Mondays)
Project Management Essentials - Level 1*	February 16 - 17
Communicating in Challenging Situations+•	February 29
March	Date
Understanding the Project Management Body of Knowledge - Level 2*	March 15 - 16
Workplace Incivility+•	March 28
April	Date
Employee Coaching+•	April 25

*Part of the Project Management Bundle Savings Opportunity

+Part of the Wednesday Workplace Sticky Situations Series

•HRCI Credit Approval pending

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Did you know



also offers:

- Conference planning services
- Hands-On QuickBooks training workshop
- Online legal career training programs
 - Legal Investigation Certificate Course
 - Legal Nurse Consultant Training Course
 - Legal Secretary Certificate Course
 - Paralegal Training
- Online medical career training programs
 - Administrative Assistant
 - Inpatient/Outpatient Coding & Billing
 - Medical Administrative Assistant
 - Medical Transcription
 - Medical Transcription Editor
 - Outpatient Medical Coding & billing
 - Pharmacy Technician
- Personal Trainer Certification

A yellow sticky note is shown with a string tied around its top edge. The text on the note is written in a cursive, handwritten style. The text reads: 'Introducing Wednesday Workplace Sticky Situations Series workshops focused on various awkward office situations...coming'.

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Sticky Situations Series
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