

CBI Workshops Upcoming Programs September 2024

The Leadership Challenge

Join us for a 2 day learning experience that uses the Leadership Practices Inventory (Kouzes and Posner) to examine the frequency with which leaders demonstrate the most powerful behaviors in engaging colleagues and team members: Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart. The Leadership Challenge workshop is about how leaders see, inspire, and achieve. It is also about how we can liberate the leader within each of us. Join us as we explore how leaders get extraordinary things done in organizations and discover ways to help individuals realize their full leadership potential. Two day workshop, pre-work is required. **Monday & Tuesday, September 16 & 17, 2024, 8am - 4pm** at NCC's Fowler Campus.

Basic Management Skills

Your company is counting on you to help the business thrive and grow. To do this, you must master certain basic management skills, including planning, organizing human capital and work, meeting management deadlines, delegating, communicating effectively, and aligning your departmental and company goals. This program provides an overview of the fundamentals and will bolster your ability to lead employees and manage work.

Sept. 10, 8am-4pm, \$289. Fowler Center, Room 605

[Learn more and register!](#)

Time Management Using Outlook - Online

In this short online course, students will learn how to use the tools in Microsoft Outlook to practice effective time management skills and complete more of your important daily tasks.

Sept. 10, 9am-Noon, \$125. Fowler Center, Zoom platform

[Learn more and register!](#)

Microsoft Excel Beginning Seminar

On ground workshop. Learn how to perform calculations, modify and format a worksheet, print workbook contents, as well as manage larger workbooks. Windows knowledge required.

Sept. 11, 8am-4pm, \$269. Fowler Center, Room 635

[Learn more and register!](#)

[The Leadership Challenge](#)

In this two-day session, participants use self-reflection coupled with stakeholder feedback to design their courses to exemplary leadership. This newly redesigned format from Kouzes and Posner uses the Leadership Practices Inventory to examine the frequency with which leaders demonstrate the most powerful behaviors in engaging colleagues and team members: Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart. Within this leadership framework, participants create a plan to incorporate the practices of successful leaders into the execution of their roles in order to realize their full leadership potential. **Registration deadline: Sept. 3. Sept. 16-17**, 8am-4pm, \$925. Fowler Center, Room 605

[Learn more and register!](#)

[Microsoft Excel Advanced Seminar - Online](#)

This online program is designed for experienced Excel users. The workshop will cover lookup and decision-making functions, auditing and error-handling, date and text functions, what-if-analysis, and macros. Offered in a convenient online format via Zoom, so internet access is required. Two 4-hour sessions.

Sept. 18-19, 8am-Noon, \$269. Zoom platform

[Learn more and register!](#)

[Engaging Others to Lead](#)

The goal of leadership must be to create other leaders. This session provides focus on coaching, delegating, and succession planning.

Sept. 24, 8am-4pm, \$359. Fowler Center, Room 605

[Learn more and register!](#)

[Presenting with Confidence - Online](#)

Many people say that giving a presentation is high on their list of stressful activities. In this half-day session, you will learn more about your natural strengths and ways to increase your confidence while enhancing your skills to connect clearly and meaningfully with your audience. Learn more about what makes an effective presenter and the importance of body language in communication. We'll focus on how to plan, organize, and present information. Discover ways to most effectively assess and engage your audience for greatest impact and connection.

Sept. 24, 8am-Noon, \$140. Zoom platform

[Learn more and register!](#)

[Better Business Writing](#)

Writing is a key means of communicating and demonstrating professionalism on the job. This highly interactive program is designed to help the business communicator improve writing skills. Topics include preparing and organizing ideas, understanding the needs of the reader, avoiding common grammar and spelling mistakes, and editing. Participants have the opportunity to create and edit their own documents.

Sept. 26, 8am-4pm, \$289. Fowler Center, Room 635

[Learn more and register!](#)

[Responsive Leadership](#)

While managers routinely search for the "best" style of leadership, research clearly indicates that no single, all-purpose leadership style exists. Instead, successful leaders learn to adapt their behavior to respond to the dynamics and demands of each unique situation and use a diagnostic approach that encourage creative thought and flexibility to optimize outcomes. Case studies, instruments, and group discussions will be engaged to help identify your own style and how to use it more effectively.

Sept. 30, 8am-4pm, \$289. Fowler Center, Room 605

[Learn more and register!](#)

Thank you for supporting NCC & CBI!