

## CBI Workshops Upcoming Programs October 2024

### **Fall IT/Computer Classes**

This fall, CBI is offering several workshops focusing on Microsoft Excel, Outlook, and PowerPoint. These fully interactive, instructor led workshops are designed to help you increase productivity and sharpen your skills. We have on ground options for Excel at NCC's Fowler Campus, as well as convenient online classes that are offered over 2 half days that focus on Excel, Outlook, and PowerPoint. For more information or to register, please click [here](#).

### **Creating a High Impact PowerPoint Presentation**

Part of giving an effective presentation is using your presentation software properly. Visualize yourself using PowerPoint to give a GREAT presentation. When you have completed this online course, you will be able to do just that! You will know how to properly use PowerPoint to enhance your presentation. You will recognize how to WOW your audience and not overwhelm them. Offered in a convenient online format via Zoom, so internet access is required. Two 4-hour sessions.

**Oct. 2-3**, 8am-Noon, \$269. 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. 3**, 8am-4pm, \$359. Fowler Center, Room 605

[Learn more and register!](#)

### **Microsoft Excel Intermediate Seminar**

On ground workshop. Advance your skills in Microsoft Excel. Topics covered include advanced formulas, lookup functions, organizing worksheet data with tables, utilizing charts, PivotTables, slicers and PivotCharts. Prerequisite: Excel Beginner Seminar (EXBEG100) or equivalent knowledge.

**Oct. 9**, 8am-4pm, \$269. Fowler Center, Room 635

[Learn more and register!](#)

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### **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. 15, 8am-4pm, \$289.** Fowler Center, 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 online program seeks to define those concepts and promote professional behavior. It will relate professionalism to all aspects of an employee's work experiences.

**Oct. 16-17, 8am-Noon, \$289.** 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. 21, 8am-4pm, \$289.** Fowler Center, Room 605

[Learn more and register!](#)

### **Continuous Improvement for Leaders**

Leaders keep their organizations healthy and thriving by embracing concepts of Lean, PDSA / Six Sigma. This session explores systems thinking, best practice, data driven leadership, and other key concepts for organizational success.

**Oct. 22, 8am-4pm, \$359.** 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. 29, 8am-4pm, \$289.** Fowler Center, Room 605

[Learn more and register!](#)

**Thank you for supporting NCC & CBI!**