

Jan-Apr 2015



TRAINING CALENDAR

Conflict Management (24 hrs)

2/4, 2/11, 2/18

Attendees will learn about conflict from an intellectual perspective and will practice navigating the conflict process in a safe and guided manner.

Team Development (32 hrs)

2/4, 2/11, 2/18, 2/25

Participants in this training session will become more effective at building and leading teams and will gain a clear understanding of team development best practices.

Complete Communication (32 hrs)

3/5, 3/10, 3/19, 3/26

This training session covers effective means for interpersonal communication in the workplace, both verbal and written.



Introduction to

Electricity

(64 hrs)

2/20, 2/21, 3/6,
3/7, 3/20, 3/21,
4/10, 4/11



Trainees will engage in an eight-part training that covers subjects such as Ohms Law, series and parallel circuits, conventional current theory, current flow, conductors and insulators, combination circuits, and power ratings.

Excel 2010 (24 hrs)

3/4, 3/11, 3/18

This training will demonstrate how to create and use electronic worksheets with the proper technique as well as shortcuts for all applications.

Adobe Photoshop (24 hrs)

2/19, 2/26, 3/5

Employees will obtain proficiency in the major features of Adobe Photoshop CS6 to be able to create and enhance photos for use in organizational publications.

Turbo-Boost Your Microsoft Office 2010

Skills (24 hrs)

4/7, 4/14, 4/21

This training session will take attendees' Microsoft Office skills to the next level and will teach strategies and shortcuts that will increase efficiency and decrease time in repetitive tasks.

Foundational Leadership Development (32 hrs)

2/3, 2/10, 2/17, 2/24

This training will significantly enhance the foundational leadership capacity of both new and established leaders and enable them to gain both competence and confidence in their leadership ability.

Coaching Your Way to Leadership Success (32 hrs)

4/9, 4/16, 4/23, 4/30

Based on the book “The First Questions: Coaching Your Way to Leadership Success,” this session will challenge participants to understand how to lead effectively in their business and how their behavior and decisions affect personal and organizational success.



Effective Leadership & Supervisory/ Management Skills (40 hrs)

3/24, 3/31, 4/14, 4/21, 4/28

Please note: managers/supervisors only

Current managers/supervisors will learn enhanced elements of supervising people and will also practice leadership strategies to increase work performance.

Organizational Development (40 hrs)

4/2, 4/9, 4/16, 4/23, 4/30

Build the excellent employee from the ground up! Learn about the processes that attract, maintain, enhance and promote the most important asset in any business: its people.

Negotiations and Influence (24 hrs)

2/23, 3/2, 3/9

This training session is essential for employees who are in positions which require enhanced negotiation skills. Trainees will learn about ways to utilize their influence in a leadership capacity to create win-win outcomes for their organizations.

Register Today! Contact Brittney Stoneburg

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