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AUGUST

2017

- 2 **NEW!** Sharpen Your Business Acumen •
- 8 PMP® Exam Facilitated Study
- 8 Working with Difficult People ••
- 10 Fundamentals of Project Management
- 16 Developing Excellence with StrengthsFinder®: Starting with Your Talents ••
- 22 Multimedia Writing •
- 30 Reducing Unnecessary Employee Turnover •

SEPTEMBER

- 7 Project Management Practical Application
- 12 Innovation for the Workplace •
- 21 **NEW!** Time Management: Boost Your Productivity
- 26 Professional Speaking ••

OCTOBER

- 3 Effective Management for Supervisors •
- 11 How to Stay Focused in Stressful Times •
- 19 **NEW!** Finding Focus in Chaos: Balancing Priorities
- 25 Tactful Conversations: Strategies for High-Stakes Interactions •

NOVEMBER

- 2 **NEW!** Leading Others Through Organizational Change
- 7 Beyond Conflict Management ••
- 14 Business Writing •
- 30 **NEW!** Make Yourself Indispensable: Create Opportunity by Taking Initiative and Risks

DECEMBER

- 6 **NEW!** Projecting Credibility: Build Your Personal Brand and Influence in the Workplace
- 12 The Confident Leader: Mastering the Principles of Leadership ••

FEBRUARY

2018

- 8 Becoming an Extraordinary and Effective Problem Solver ••
- 13 Everyday Technical Writing for Hesitant Writers •
- 13 PMP® Exam Facilitated Study
- 15 Fundamentals of Project Management
- 21 **NEW!** Creative Thinking: Using Self-Awareness to Generate Ideas
- 27 Emotional Intelligence •

MARCH

- 7 Email and Digital Etiquette •
- 13 **NEW!** Developing Essential Critical Thinking Skills
- 15 Project Management Practical Application
- 22 Working with Difficult People ••
- 27 How to Avoid Being a Dysfunctional Leader ••



• This program is valid for 6.5 PDCs for the SHRM-CPSM or SHRM-SCPSM.

• Program pre-approved for credit by the HR Certification Institute.

The use of this seal confirms that this activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.



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