

Whether you have individual or organizational learning needs, **we're here to help.** Partner with us to grow your organization's bottom line or to boost your skill set.

JANUARY 2018

- 11 **NEW!** Grant Writing Fundamentals
- 30 They Drive Me Crazy! Bridging Generational Gaps in the Workplace ••

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
- 27 Emotional Intelligence •

MARCH 2018

- 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 ••

APRIL 2018

- 10 The PROACTIVE Communicator ••
- 17 Business Writing •
- 24 Sharpen Your Business Acumen •



• 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.

MAY 2018

- 10 Finding Focus in Chaos
- 16 **NEW!** Developing High-Performing Work Teams
- 22 Quality Decision Making

JUNE 2018

- 4 Fundamentals of Project Management Summer Intensive
- 7 Developing Excellence with StrengthsFinder®: Starting with Your Talents ••
- 12 Reducing Unnecessary Employee Turnover ••
- 18 Project Management: Practical Application Summer Intensive
- 20 Tactful Conversations: Strategies for High-Stakes Interaction ••
- 26 Effective Management for Supervisors ••

JULY 2018

- 10 Grant Writing Certificate: Application Development and Funding •
- 18 **NEW!** Developmental Coaching
- 26 They Drive Me Crazy! Bridging Generational Gaps in the Workplace ••
- 31 Leading Others Through Organizational Change

AUGUST 2018

- 7 PMP® Exam Facilitated Study
- 8 Projecting Credibility: Build Your Personal Brand and Influence in the Workplace •
- 9 Fundamentals of Project Management
- 14 Make Yourself Indispensable: Create Opportunity by Taking Initiative and Risks •
- 23 **NEW!** Performance Management
- 30 Emotional Intelligence •

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