

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.

## MAY 2018

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

## JUNE 2018

- 4 Fundamentals of Project Management Summer Intensive
- 7 Developing Excellence with StrengthsFinder®:  
Starting with Your Talents ••
- 13 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 •

## SEPTEMBER 2018

- 6 Project Management: Practical Application
- 12 Beyond Conflict Management •
- 18 Working with Difficult People ••
- 25 How to Stay Focused in Stressful Times •

## OCTOBER 2018

- 2 The Art of Feedback: How to Build and Deliver Your Message ••
- 10 Time Management: Boost Your Productivity •
- 16 Multimedia Writing •
- 25 **NEW!** Developing Essential Critical Thinking Skills •

## NOVEMBER 2018

- 1 **NEW!** Developing High-Performing Work Teams •
- 13 Professional Speaking ••
- 27 Effective Management for Supervisors ••

## DECEMBER 2018

- 5 Email and Digital Etiquette •
- 11 Becoming an Extraordinary and Effective Problem Solver ••

• This program is valid for 6.5 PDCs for the SHRM-CP<sup>SM</sup> or SHRM-SCP<sup>SM</sup>.

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

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