



**HOLMES COMMUNITY COLLEGE**  
WORKFORCE DEVELOPMENT

**D.P. “Pat” McGowan Workforce Training Center**

**Ridgeland Campus**

**Spring 2018**

**To Register:**

Contact Angela Crain [acrain@holmescc.edu](mailto:acrain@holmescc.edu) with the following information:

Class title:

Date:

Name:

Email:

Phone number:

Party Responsible for Payment:

Do you need an invoice?

**Professional and Personal Development**

**Professional Presence**

Cost: \$75.00

Time: 8:30 AM - 12:30 PM

Date: March 9, 2018

Instructor: Sara Jane Hope

Have you ever noticed that there are people who seem to have it all together? It’s not just having competence and confidence—it’s an aura that shows from the inside out. They have what it takes to attract people and influence them to do what needs to be done. They exude professionalism! They are not born with these traits: they have learned how to be this way and so can you! Attend this class and learn how!

**The Accountability Experience**

Cost: \$125.00

Time: 8:30 AM - 5:00 PM

Date: March 22, 2018

Instructor: Sara Jane Hope

Leadership accountability leads to organizations in which there is crystal-clear clarity about what’s expected to happen, how, and when. Managers and supervisors need to encourage employee accountability at all levels, leading to increased engagement and a decrease in the gap between expectation and delivery. In this class, participants will learn to understand the benefits of an accountable environment and discover one’s personal skill levels when it comes to accountability. Barriers to accountability will be explained and skills associated with declining, negotiating, and holding others accountable will be reviewed and practiced.

<p><b><u><i>It's Okay to Be Boss</i></u></b>  Cost: \$125.00  Time: 8:30 AM - 5:00 PM  Date: March 29, 2018  Instructor: Sara Jane Hope</p>	<p>Too many managers and supervisors are failing to lead, manage, and supervise. They simply do not take charge on a day-to-day basis. They are afraid to, or they don't want to, or they just don't know how to. In today's workplace, there is a shocking and profound lack of daily guidance, direction, feedback, and support for employees. In other words, employees are under-managed. In the It's Okay to Be the Boss workshop, managers are taught that empowerment is not an excuse for under management. This step-by-step program shows managers how to: get in the habit of managing every day; learn to talk like a performance coach; take it one person at a time; make accountability a real process; tell people what to do and how to do it; track performance every step of the way; solve small problems before they turn into big ones; and do more for some people and less for others. Managers will leave the workshop ready to embrace the crucial responsibility.</p>
<p><b><u><i>Writing the Right Stuff</i></u></b>  Cost: \$125.00  Time: 8:30 AM - 5:00 PM  Date: April 5, 2018  Instructor: Sara Jane Hope</p>	<p>Have your high school English classes escaped you? Do you rely on your computer to tell you whether your grammar and punctuation are correct? You know, your computer isn't always right—so it is helpful to remember the basics. This class will help you to avoid some common sentence building issues, to use the right verbs in the right way, to choose the right word for the purpose, and to practice proper punctuation. In addition, some basic business writing techniques and e-mail guidelines will be reviewed. You will come away with the tools you need to improve your written communication with others.</p>
<p><b><u><i>The Language of Leadership</i></u></b>  Cost: \$125.00  Time: 8:30 AM - 5:00 PM  Date: April 12, 2018  Instructor: Sara Jane Hope</p>	<p>Many leaders think of communication as an activity rather than a means to outcomes. Our focus should be on how we want others to think and feel and what we want them to do because of our communication. This requires connecting with others and creating understanding, support, and acceptance. This session will provide you with practical tips to enhance your communication—and your leadership.</p>

<p><b><u>Let's Meet: Having Productive Meetings</u></b>  Cost: \$75.00  Time: 8:30 AM - 12:30 PM  Date: April 19, 2018  Instructor: Sara Jane Hope</p>	<p>Do you feel like you spend a lot of time in meetings? And, you feel like that time could have been better spent doing something else? Meetings are an essential aspect of doing business and they can be productive and efficient! Learn the who, what, why, and how of meetings and some tips and techniques for being a successful meeting facilitator!</p>
<p><b><u>The Accidental Project Manager</u></b>  Cost: \$125.00  Time: 8:30 AM - 5:00 PM  Date: April 26, 2018  Instructor: Sara Jane Hope</p>	<p>Are you often asked to manage a project yet you are not really a project manager? Are you not sure where to start? This course will assist you with the basics of project management beginning with visualizing the project and ending with evaluating the results. We will cover the four basic steps: visualize, plan, implement, and close while working through an "in-class" project that everyone can relate to and enjoy. Learn how to communicate with project stakeholders and the project team. Become familiar with the language of project management and how to plan for better project success. Note: This course is basic project management and will not result in Project Management Certification or proficiency in using Microsoft Project software.</p>
<p><b><u>The Great Workplace</u></b>  Cost: \$125.00  Time: 8:30 AM - 5:00 PM  Date: May 3, 2018  Instructor: Sara Jane Hope</p>	<p>As companies seek to create and sustain a highly engaged and committed workforce, the most effective companies focus on their workplace as a key element of that strategy. This workshop will work with managers in examining the behaviors that create a great workplace. It will examine the best practices of the best companies and give concrete, tangible examples of how organizations have successfully created a high trust culture. The Great Workplace shows that, more than offering great pay and quirky perks, a great workplace is one where employees trust the people they work for, take pride in what they do, and enjoy the people they work with. The class includes a leadership self-assessment to measure the likelihood that your employees experience a wonderful place to work. Participants in the class will gain practical tools for improving the quality of their work environment.</p>

<p><b><u>Decisions! Decisions!</u></b>  Cost: \$75.00  Time: 8:30 AM - 12:30 PM  Date: May 11, 2018  Instructor: Sara Jane Hope</p>	<p>Some people have it—that ability to make up their mind about something and never look back. Others seem to make the right decisions that positively impact their professional and personal lives. Is this just an innate ability or is it a skill? What is the background to how and why we make the decisions we make? There actually are techniques that can assist you with making better decisions that you will not regret. This session will introduce you to steps to become more decisive!</p>
<p><b><u>The Team Factor</u></b>  Cost: \$125.00  Time: 8:30 AM - 5:00 PM  Date: May 17, 2018  Instructor: Sara Jane Hope</p>	<p>Employees who work for a common goal in departments or facilities that are connected by a product work as a team whether they have been formally christened as a team or not. To reach their goals, they must communicate effectively, understand differences, exhibit trust, solve problems, and manage conflict. They also must have a clear picture of the goals that they are trying to accomplish. This interactive workshop will review the basic framework of an effective team environment.</p>
<p><b><u>Choosing Top Talent: Interviewing Techniques</u></b>  Cost: \$125.00  Time: 8:30 AM - 5:00 PM  Date: May 24, 2018  Instructor: Sara Jane Hope</p>	<p>Is your company’s hiring strategy to just fill open positions or do you choose to hire top talent? How do you know which employees will be high performers to your company? What is your employee value proposition that will enhance top talent to choose your company for their employer? This course will help you evaluate what you need to hire the employees that will be high performers. You will determine the success factors for your positions and identify the skills needed to be competent in those success factors. Participants will write interview questions and learn what can and cannot be asked. Techniques for conducting the actual interview and selecting from your candidates will be reviewed. You will come away from the class with a set of skills and materials that will help you choose top talent!</p>
<p><b><u>Women in the Lead</u></b>  Cost: \$125.00  Time: 8:30 AM - 5:00 PM  Date: May 31, 2018  Instructor: Sara Jane Hope</p>	<p>Women have become more than 50% of the total workforce in the United States; yet, many companies and industries have few women in leadership positions. Studies have shown that women have the skills and abilities to hold leadership positions; however, they tend to derail their own progress to the “C Suite” or the Boardroom by some behaviors and habits that work against them. Learn how to identify these tendencies in yourself and others and how to overcome them so that you can be in position to take the lead roles when the opportunity is presented.</p>

## SHRM/HR

### **SHRM Certification Exam Prep (48 hours)**

Cost: \$1,000.00

Meeting Days and Time: Tuesday NIGHTS, February 6 - May 29, 2018  
6:00 PM - 9:00 PM

*\*will meet each week on Tuesday, except the week of Spring Break (March 13<sup>th</sup>)*

Facilitator: Sara Jane Hope

Expand your HR knowledge and skills as well as prepare yourself for the SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP) certification exams. Our course is based on the 2017 SHRM Learning System for SHRM CP/SHRM-SCP. Comprised of learning modules teaching the SHRM Body of Competency and Knowledge (SHRM BoCK), and online resources, this class provides study materials to streamline study time, accelerate learning and build confidence for passing the SHRM-CP/SHRM-SCP exam. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

For information regarding SHRM certifications, please visit [www.shrmcertification.org](http://www.shrmcertification.org).

*Sorry, we are unable to offer tuition or financial assistance. This class does NOT include the cost or registration for the exam. Check with SHRM to determine your eligibility to sit for the exam.*

### **Essentials of Human Resource Management (16 hours)**

Cost: \$325.00

Meeting Days and Time: Thursday & Friday, 8:30 AM - 12:30 PM  
Dates: February 22, 23, March 1, and 2, 2018

Facilitator: Sara Jane Hope

**Please make plans to attend all 4 sessions**

Backed by SHRM's track record of providing quality HR training, the SHRM Essentials of HR Management course covers the topics you need to meet key HR challenges that are relevant to you and your company. In less than 20 hours of training time, you can cover the issues you need to reduce potentially costly lawsuits. Developed by leading HR experts, HR practitioners, and legal counsel, the SHRM Essentials of HR Management course covers introductory HR topics in a condensed, easy-to-understand format. The straightforward format ensures that HR concepts can be mastered and applied to real-life situations.

Along with classroom interaction with peers and the instructor, case study exercises threaded throughout the program provide opportunities to practice applying newly acquired HR skills during training prior to using them on the job.

For more information about this class:

<http://www.shrm.org/education/educationalproducts/essentials/pages/default.aspx>

## **Project Management Professional**

### **PMP Certification Exam Prep**

Cost: TBD

Meeting Days and Time: TBD

Facilitator: Katisha Sutton

*Please contact Angela Crain for dates or visit our website soon for announcement. Changes are being made to the curriculum and available soon.*

Our course is designed to prepare individuals for the PMP Exam. The PMP is highly recommended for experienced project managers looking to advance their skills, career, and earning potential. Candidates must meet education and experience requirements, agree to a professional code of conduct, and pass the PMP Exam. For eligibility requirements, please visit: <https://www.pmi.org/certifications/types/project-management-pmp>

*Sorry, we are unable to offer tuition or financial assistance. This class does NOT include the cost or registration for the exam. Check with PMI to determine your eligibility to sit for the exam.*

## **Computer Classes**

*\*day classes are 2-four hour sessions- MUST attend for a total of 8 hours*

### **Excel 2013: Basics**

Cost: \$65.00

Time: 8:30 AM - 12:30 PM

Dates: January 23 & 31 OR February 28 & March 1 OR March 21 & 22, 2018

Instructor: Chaka Turner

*must attend both sessions*

In this introductory course to Excel, participants will explore essential Excel activities and learn the many shortcuts and timesaving features in Excel. Start by learning the basics of getting started with Microsoft Office Excel 2013, performing calculations, setting up a worksheet and modifying it, then adding formulas, functions and formatting, managing a workbook and printing a workbook.

### **Excel 2013: Intermediate**

Cost: \$65.00

Time: 8:30 AM - 12:30 PM

Dates: February 14 & 15 OR March 27 & 28, 2018

Instructor: Chaka Turner

*must attend both sessions*

This course is designed for students who already have foundational knowledge and skills in Excel 2013 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

<p><b><u>Excel 2013: Advanced</u></b>  Cost: \$65.00  Time: 8:30 AM - 12:30 PM  Dates: February 20 &amp; 21, 2018  Instructor: Chaka Turner  <i>must attend both sessions</i></p>	<p>This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. You will automate some common Excel tasks, analyze data sets, troubleshoot errors, collaborate on worksheets with other users, audit worksheets, work with multiple workbooks, import and export data and share Excel data with other applications such as the web.</p>
<p><b><u>PowerPoint</u></b>  Cost: \$65.00  Time: 8:30 AM - 12:30 PM  Dates: February 1 &amp; 8, 2018  Instructor: Chaka Turner  <i>must attend both sessions</i></p>	<p>It's hard to imagine a day going by without people passing along large amounts of information. Messages are everywhere, and the number of messages we receive seems to be increasing each day. Whether via phone, email, mass media, or personal interaction, we are subjected to a constant stream of information. With so much communication to contend with, it can be difficult to grab people's attention. But, we are often called upon to do just that. So, how do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And, that is exactly what Microsoft® Office PowerPoint® can help you do. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint 2010 to begin creating engaging, dynamic multimedia presentations.</p>
<p><b><u>Word 2013</u></b>  Cost: \$65.00  Time: 8:30 AM -2:30 PM  Dates: March 7, 2018  Instructor: Chaka Turner</p>	<p>With Word, you can create professional looking documents! Learn how to create your first document in Word: type where you want to on a page, fix spelling errors, make a list, change page margins, add emphasis to some words, quickly add some style through tables, page layout, and graphics, then proof and save your work.</p>

## **Remarkable Leadership: Twelve Programs for Creating Remarkable Leaders**

This system is based on Kevin Eikenberry's acclaimed book, Remarkable Leadership: Unleashing your Leadership Potential One Skill at a Time. It helps leaders develop their potential in shorter-format workshops (60-90 minutes) focusing on one skill at a time. Each topic can be presented alone or they can be grouped together in a series with one to all twelve of the modules. Please see the four modules below.

<p><b><u>Module I - (8:30 - 12:30)</u></b>          March 23, 2018          Cost: \$99.00 for materials          Building Relationships          Championing Change          Valuing Collaboration and Teamwork</p>	<p>After completing the three topics covered in this module, participants will have accomplished a variety of competencies. With Building Relationships, participants will understand the factors that affect their likeability with other people; listen better to others by following ten specific actions designed to improve listening skills, and know the factors affecting trust, an essential relationship skill. In Championing Change, participants will understand the factors that affect how others respond to change, have a process to develop change plans, and have nine specific tactics to champion change and overcome change resistance. Valuing Collaboration and Teamwork will provide participants with a model for team success, the differences between being a leader and facilitating a team, and key insights into leading team meetings.</p>
<p><b><u>Module II – (8:30 - 12:30)</u></b>          March 30, 2018          Cost: \$99.00 for materials          Communicating Powerfully          Developing Others          Focusing on Customers</p>	<p>This module will provide leadership skills in three areas. Communicating Powerfully will help participants recognize four basic communication styles and how to modify their message to best connect with different people. Also included in this module are the keys to powerful presentations. Developing Others trains participants in the importance of demonstrating supportive behaviors, the common sources of feedback, the difference between feedback and feedforward, as well as fourteen common causes of performance problems. Focusing on Customers relates how to impact both internal and external customer service, demonstrates how to instill a customer service mindset, and processes for recovering from a customer service problem.</p>



<p><b><u>Module III – (8:30 - 12:30)</u></b>  April 6, 2018  Cost: \$99.00 for materials  Influencing with Impact  Managing Projects and Processes  Successfully  Taking Responsibility and  Accountability</p>	<p>After completing Module III of the Remarkable Leadership Series, participants will have acquired skills in three additional competencies. The section on Influencing with Impact discusses how values affect one’s ability to influence, provides a formula for building credibility, and develops positive attitudes and optimism. Managing Projects points out the difference between projects and processes, relays the three dimensions of success in project management, and provides a simple model for managing projects. The third part of this module relates the importance of being personally accountable, points out what gets in the way of accountability, and teaches effective delegation and empowerment.</p>
<p><b><u>Module IV – (8:30 - 12:30)</u></b>  April 13, 2018  Cost: \$99.00 for materials  Setting Goals and Supporting Goal  Setting  Solving Problems and Making Decisions  Thinking and Acting Innovatively</p>	<p>Module IV of the Remarkable Leadership Series adds three more competencies to a leader or potential leader’s repertoire. Setting Goals and Supporting Goal Setting emphasizes the importance of goal setting and provides the keys to developing a goal-setting mindset as well as discussing the power of creating goal alignment. Solving Problems and Making Decisions discusses the importance of asking questions in the decision –making process and identifies two main types of questions and how to apply them in problem solving. A common problem solving model and four decision-making approaches will be learned. Thinking and Acting Innovatively teaches participants how to recognize and address common creativity squelchers, how to conduct better brainstorming sessions, and how to enhance the creative process.</p>

NOTICE: Please contact Angela Crain at [acrain@holmescc.edu](mailto:acrain@holmescc.edu) or 601-605-3370 for information regarding the manufacturing basic skills certification, AutoCAD, OSHA, forklift training, welding, and concrete mixer/truck driving training.