



Professional Development Classes

July 30: Excel 2003 Intermediate
Friday
8:30 – 3:30
Jefferson Campus

August 6: PowerPoint 2003
Friday
8:30 – 3:30
Jefferson Campus

August 10: Team Building
Tuesday
8:30 – 12:30
Jefferson Campus

August 25: Managing Negativity in the Workplace
Wednesday
8:30 – 12:30
Jefferson Campus

August 27: Outlook 2003
Friday
8:30 – 12:30
Jefferson Campus

September 3: Business Writing & Grammar
Friday
8:30 – 12:30
Jefferson Campus

September 9: Giving & Receiving Constructive Feedback
Thursday
8:30 – 12:30
Jefferson Campus

September 17: Publisher 2003
Friday
8:30 – 3:30
Jefferson Campus

September 24: Word 2003
Friday
8:30 – 3:30
Jefferson Campus

October 1: Excel 2003 Basic
Friday
8:30 – 3:30
Jefferson Campus

October 19: Developing Performance Goals and Standards
Tuesday
8:30 – 12:30
Jefferson Campus

October 22: Word 2003 Basic
Tuesday
8:30 – 3:30
Jefferson Campus

October 26: Moving from Conflict to Collaboration
Tuesday
8:30 – 12:30
Jefferson Campus

November 4: Communication Skills for Supervisors
Thursday
8:30 – 12:30
Jefferson Campus

November 5: Excel 2003 Intermediate
Friday
8:30 – 3:30
Jefferson Campus

November 9: Team Building
Tuesday
8:30 – 12:30
Jefferson Campus

November 18: Motivation in the Workplace
Thursday
8:30 – 12:30
Jefferson Campus

December 2: Business Writing & Grammar
Thursday
8:30 – 12:30
Jefferson Campus

December 14: Giving & Receiving Constructive Feedback
Tuesday
8:30 – 12:30
Jefferson Campus