Performance Plus Learning Partners

FALL 2023 CATALOG

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Discover What’s Next

century.edu/training
Accounting I: Recording Information

Begin your understanding of the basics of accounting and how to properly record information in this hands-on class. Learn the accounting cycle, debit/credit theory, and who are the various users of accounting information. Apply this knowledge to enter in a journal and post to the ledger, and gain understanding of adjustments and the trial balance. Materials will be provided.

Course: 1PDE-0099
Instructor: Dhanmati Ramlall

SECT 1 W 10/11/2023
8:30 AM - 4:00 PM

LOCATION: Century East Campus - 1733 - Computer Classroom
NOTE: Students need a basic understanding of MS Excel to be successful in class. We recommend MS Excel Level I. Bring a calculator to class.

Accounting II: Reporting Information

Building on the principles learned in Accounting I: Recording Information, this hands-on class will focus on preparing financial statements. Learn to prepare an income statement, statement of earnings, a balance sheet and statement of cash flows. Materials are provided.

Course: 1PDE-0100
Instructor: Dhanmati Ramlall

SECT 1 W 10/18/2023
8:30 AM - 4:00 PM

LOCATION: Century East Campus - 1733 - Computer Classroom
NOTE: Prerequisite: Accounting I. Students need a basic understanding of MS Excel to be successful in class. We recommend MS Excel Level I. Bring a calculator to class.

Accounting III: Analyzing Information

Take your accounting knowledge to the next level by learning to use financial statements to drive better business decisions. Drawing upon knowledge from the previous two classes, students will do a detailed analysis of local company financial statements, including ratio analysis, vertical analysis, and horizontal analysis. Materials are provided.

Course: 1PDE-0101
Instructor: Dhanmati Ramlall

SECT 1 W 10/25/2023
8:30 AM - 4:00 PM

LOCATION: Century East Campus - 1733 - Computer Classroom
NOTE: Prerequisite: Accounting I and II. Students need a basic understanding of MS Excel to be successful in class. We recommend MS Excel Level I. Bring a calculator to class.
Agile: A Deeper Dive

Like Project Management, Agile is a time-tested way to get work done. This class is designed to be more than an overview into Agile and in particular, Agile Scrum. Several Agile variations such as Kanban and Xtreme Programming will be introduced. We will discover the core principles and beliefs that drive agile thinking and agile scrum practice. We will also investigate the various roles, events, and artifacts of doing work in agile scrum. There will be several hands-on examples to better enable a solid understanding of what Agile is and how Agile Scrum might be incorporated into your work environment. The class will also spend some time contrasting Agile and Project Management to better understand both, as each method has its advantages.

Course: 1PDE-0191
Instructor: Carolyn Vreeman

SECT 1  M  10/16/2023
8:00 AM - 12:00 PM

LOCATION: Century East Campus - 2313 - Classroom

Coach the Coach

Coaching conversations that bring forth reflection and action to the forefront of the conversation have a much greater impact than the traditional 'what-to-do and how-to-do-it' conversation. Using practice scenarios and a brain-based four-step model, you will learn the framework of coaching, the strategy behind it, and how to apply it to all preferred communication styles.

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**SPECIAL NOTICE:** This course will be held virtually through Zoom. You will need Internet connection and an email address. Approximately three days prior to the start of class, you will receive an email with the Zoom link to your class meeting. To prepare for your class, setup and test your Zoom connection. A troubleshooting guide can be found [here](#). Your instructor will not be able to troubleshoot technology issues during class.
Creating an Internship Program

The internship experience is a critical investment in the future of a business and the professional workforce. Interns gain first-hand experience in the work life of the professionals they shadow and in turn provide agencies with skilled, motivated employees. This class will focus on creating an internship program that benefits both the organization and the intern. Participants will identify suitable types of responsibilities in order to meet specific learning objectives, while also addressing recruitment, mentorship, and other issues related to the development of a quality internship program.

Course: 1SUP-0211
Instructor: John Stutzman

Developing the Leader Within

Leaders exist at all levels of an organization or company. Leadership is a state of mind. This half day, in person course will focus on developing skills related to personal leadership like growth mindset, continuous learning, and curiosity. It will tie personal leadership skills development to opportunities for formal and informal leadership, and equip participants with skills that are valued in the marketplace and government. This session will include assessment of individual personality types and how these personalities influence your personal leadership style.

Course: 1SUP-0215
Instructor: Carolyn Vreeman

Employee Engagement: Beyond the Buzzword

Employee engagement comes in all shapes and sizes and is critical to the success of any organization. But, how is it different from employee motivation? How does it differ from coaching? And, more importantly, what simple steps can leaders and supervisors take to elevate employee engagement? This course will demystify employee engagement and define the two critical factors essential for the organization and the employee to work in tandem to achieve higher business results. Learn to leverage the five different levels of engagement found in the workplace and how to move your team members up the ladder to full engagement and contribution.

Course: 1SUP-0207
Instructor: Liz Nolby

Employee Retention: Keeping Good People Around

Wondering how to keep great people in their roles? In today’s market where it is increasingly difficult to hire, building a retention strategy is key to stem the tide of ‘churn and burn.’ Learn what makes good employees leave and how you can take steps to reduce turnover, prevent attrition, and foster employee engagement.

Course: 1SUP-0213
Instructor: Carolyn Vreeman

**SPECIAL NOTICE: This course will be held virtually through Zoom. You will need Internet connection and an email address. Approximately three days prior to the start of class, you will receive an email with the Zoom link to your class meeting. To prepare for your class, setup and test your Zoom connection. A troubleshooting guide can be found here. Your instructor will not be able to troubleshoot technology issues during class.
Enhancing Influence

To be effective in organizations today, you must be able to influence people. To drive ideas forward, you need to positively influence and persuade decision makers. In this session, you will discover methods and strategies for effectively influencing others to listen and accept your perspective and recommendations. You will improve your ability to influence people in situations where you cannot use formal authority. Proven techniques for improving your ability to influence and motivate others to buy products, services, and ideas will be reviewed.

Course: 1SUP-0209
Instructor: Lisa Sorensen

Fostering Inclusion

Inclusion is ultimately about how your team functions and performs based on the quality of social connections, openness to learning, agility, and depth of decision making. How can you foster greater inclusion within your workgroup? Throughout this course you will be asked to reflect upon your own experiences and apply the lessons in your own role. You will examine the concept of climate, specifically inclusive climates, as well as learn about the specific behaviors and skills you need to demonstrate in order to be successful in shaping an inclusive climate. Analyze strategies for enforcing ethical standards, assess the inclusiveness of your unit’s climate, and examine the critical role of leadership in setting an inclusive climate.

Course: 1SUP-0214
Instructor: Carolyn Vreeman

Ethics and Moral Courage

Ethical struggles can be far more difficult and have devastating consequences when we fail to have the moral courage to do the right thing when confronted with an ethical conflict. This seminar will look at ethical struggles and how to apply ethical tools in helping you when confronted with an ethical dilemma. For this is not a time to act intensively and hope for the right outcome. We see the consequence within law enforcement and business as they are now more than even being held at a higher standard. This seminar looks at real life cases and hopeful draws for the participants in addressing their concerns and struggles, for you have a better chance of losing your job or worst for failing to be ethical than violating a law and my goal is to provide you with the tools to be able to make the right decision when confronted with a choice.

Course: 1SUP-0202
Instructor: Everett Doolittle

Inspirational Leadership: Breath Life Back into Your Work and Teams

It’s tough being an inspirational leader during challenging, chaotic times. It’s far too easy to get stressed out, annoyed, or just plain bored of it all. Discover powerful mindfulness techniques and practical team building tips you can use to breathe life back into your work on a personal, organizational, and global level. Theresa Rose, author of Mindful Performance: How to Powerfully Impact Profitability, Productivity, and Purpose, will guide this spirited discussion of how our heads, hearts, hands, and feet can lead our way back to a purposeful life and business.

Course: 1SUP-0208
Instructor: Theresa Rose
Introduction to Agile
Get work done differently by learning about Agile, and, Agile Scrum. A project management framework that allows for flexibility and collaboration, you will learn about the stools and roles that work in concert to help teams structure and manage their work. Discover the core principles and beliefs that drive agile thinking and agile scrum practice. Several Agile variations such as Kanban and Xtreme Programming will be introduced.

Course: 1PDE-0162  
Instructor: Carolyn Vreeman

**LOCATION:** Online via Zoom**

Leadership Agility
In today’s fluctuating and complex work environments, leaders must adapt and rise to the challenges created by constant changes. During times of stress, threat, complexity, and change, many leaders will retreat to their comfort zones by over-relying on their habits and strengths that have served them well in the past which may or may not work in today’s environment. Leadership agility means leaders who are more self-aware and actively balanced in real time when navigating the world of work. Agile leaders are generally capable of identifying more options, engaging stakeholders more collaboratively, and making more informed decisions, which result in more successful outcomes.

Course: 1SUP-0210  
Instructor: Lisa Sorensen

**LOCATION:** Century East Campus - 2313 - Classroom

Making Decisions that Stick
Information is essential in making intelligent decisions, yet in today’s data-rich environment it can feel overwhelming. Navigating a challenging issue is considerably easier when you have some fundamental tools at your disposal. We will look at and practice a few decision-making tools, (a simple decision matrix, multi-voting, and a force field analysis – depends on what is covered in the complex course) to gain new skills in how to use practical decision-making tools and make an immediate impact back on the job.

Course: 1SUP-0203  
Instructor: Nanette Gesche

**LOCATION:** Century East Campus - 2313 - Classroom

Mediation for Beginners
What is mediation? How is it similar and how does it differ from negotiation or other forms of dispute resolution? In this class you will learn about mediation and its’ assorted styles, take a self-assessment to discover how you handle conflict, and work through simulated mediations which will provide opportunities to try different styles.

Course: 1SUP-0206  
Instructor: Benjamin Lacy

**LOCATION:** Century East Campus - 2313 - Classroom
**Mentorship**

Most professionals can recognize a superb individual, or several, who took an interest in their professional development. They were provided guidance, motivation, and support which influenced a successful career. Learn the benefits and strategies to “pay it forward,” either by creating a formal mentorship program for your organization and/or create a personal opportunity to develop a mutually beneficial mentorship relationship to aid the growth of another professional.

**Course:** 1SUP-0212  
**Instructor:** John Stutzman

**SECT 1**  
**M** 11/20/2023  
9:00 AM - 12:00 PM

**LOCATION:** Century East Campus - 2313 - Classroom

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**The Happy Leader: Self-Motivation and Drive with Goal Setting**

Are you trapped in the depressing: eat, work, sleep, repeat- life cycle? What about your team members? Organizations are increasingly taking a whole employee, life balance approach to employment. In this fun mini-retreat class, learn how to set personal balanced goals in 5 life categories, make vision boards and goal digger lists to keep you mentally energized and physically healthy. Get your team members excited and positive with their goals as well. Bonus: Participants will also learn a multi-step, universal, rapid goal achievement formula!

**Course:** 1SUP-0204  
**Instructor:** Michael Kiefer

**SECT 1**  
**W** 10/4/2023  
8:00 AM - 12:00 PM

**LOCATION:** Century East Campus - 2313 - Classroom

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**The Lost Art of Customer Service**

It seems in our society poor customer service and the “who cares” attitude has become the norm. Learn how to provide customer service excellence externally to customers and internally to co-workers. Specific tools will be presented: the CPR technique, going the extra mile, becoming the go-to person, verbal judo for de-escalating angry customers, etc. Understand the principles of good and poor service as well as telephone customer service tips. Learn how to blunt escalation and negative publicity to keep your organization’s public reputation excellent!

**Course:** 1SUP-0200  
**Instructor:** Michael Kiefer

**SECT 1**  
**M** 11/6/2023  
9:00 AM - 12:00 PM

**LOCATION:** Century East Campus - 2313 - Classroom

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**SPECIAL NOTICE:** This course will be held virtually through Zoom. You will need Internet connection and an email address. Approximately three days prior to the start of class, you will receive an email with the Zoom link to your class meeting. To prepare for your class, setup and test your Zoom connection. A troubleshooting guide can be found [here](#). Your instructor will not be able to troubleshoot technology issues during class.
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**Project Management for the Unwilling**

Do you find yourself managing projects even though that was not in your job description? This short course will give you a quick overview of how to handle the expectations from your leadership. Items covered are the most common things asked for from people working on “small” projects, how to keep track of everything, and how to keep all of this on target.

**Course:** 1PDE-0192  
**Instructor:** Carolyn Vreeman

**SECT 1**  
W 9/20/2023  
12:00 PM - 4:00 PM

**LOCATION:** Online via Zoom**

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**Project Management Foundations**

You’ve been managing small projects at your organization. Now your leadership wants you to take it up a notch, or several notches! This course will give you solid foundations for those intermediate skilled project managers looking to up their game to the next level. Items covered include how to start projects, how to plan projects, doing the actual project work, dealing with reporting and any troubles, and how to gracefully end projects.

**Course:** 1SUP-0064  
**Instructor:** Carolyn Vreeman

**SECT 1**  
M 9/25/2023 - 10/23/2023  
1:00 PM - 4:00 PM

**LOCATION:** Online via Zoom**

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**MARKETING & COMMUNICATION**

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**Communicate with Style**

In a meeting, you observe a teammate with their brows furrowed and arms crossed. You believe they are angry. They could simply be demonstrating behaviors common to their learning style. Another team member jumps to conclusions without seeming logical thought. This could be an outcome of their preferred learning style. Move from assumptions to sound reasoning for communication behaviors. Discover your preferred learning style and how it shows up in day-to-day work life. Lacking an understanding of learning styles, can lead to negative assumptions and an unhealthy work environment. This class will bring many “aha” moments about yourself and your co-workers. The formal learning assessment completed during the workshop is the 4MAT Leadership Behavior Inventory.

**Course:** 1PDE-0178  
**Instructor:** Liz Nolby

**SECT 1**  
W 9/27/2023  
8:00 AM - 12:00 PM

**LOCATION:** Online via Zoom**
Conflict Management for Beginners

In this class you will learn the basic art of conflict management, look at conflict management from external, internal, and global perspectives, and workshop conflicts collaboratively by applying the concepts we have learned to develop potential management models.

Course: 1PDE-0199
Instructor: Benjamin Lacy

SECT 1 W 12/6/2023
9:00 AM - 12:00 PM

LOCATION: Century East Campus - 2313 - Classroom

Conversations with Challenging People in the Workplace

As our workplaces evolve, so does our ability to communicate. Despite having more ways than ever before to connect with each other, many still find themselves struggling to convey their objectives. These miscommunications can often lead to challenging conversation with our coworkers and supervisors. However, we can learn techniques and skills to improve our communication skills to overcome challenging conversations in the workplace.

Course: 1PDE-0200
Instructor: Holly Phillips

SECT 1 Th 10/5/2023 12:00 PM - 4:00 PM

LOCATION: Century East Campus - 2313 - Classroom

Cracking the Collaboration Code

It isn’t always how smart you are, rather how effective you are in creating powerful conversations to build trusting relationships and mutual success. Business at its core is about people connecting with people, with everything happening thru conversations. Sharing and challenging different perspectives comes with the territory of moving up the ladder. Yet authentic communication can be a challenge, and if done poorly, can lead to miscommunication, lack of trust, and poor collaboration between team members. If you tend to put off conversations and want to expand your conversation skills to help you create buy-in for ideas, make better-informed decisions and obtain committed action from others, this interactive workshop is for you.

Course: 1PDE-0195
Instructor: Nanette Gesche

SECT 1 Tu 10/24/2023
8:00 AM - 12:00 PM

LOCATION: Century East Campus - 2313 - Classroom

Crystallized Conversations: Communicating Persuasively Using Clarity, Confidence, and a Cocktail Napkin

Whether you want to pursue a promotion, make a career jump, sell high-ticket offers to your target market, or simply get buy-in of your ideas, knowing how to create and communicate a clear message that gets heard and acted upon is essential, especially in a distracted, stressed out world. Theresa Rose, Brand and Business Crystallizer, shares how to supercharge your persuasive abilities by getting gaining clarity on the opportunity and your value, increasing your confidence by having a more polished, compelling delivery, and closing more deals by drawing your message on a cocktail napkin. When you can draw it, you can sell it.

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Elevate Your Energy at Work!

Work doesn’t need to be draining! Energy is contagious. It impacts your decisions, your desire to communicate and collaborate, and affects everyone around you. Learn to elevate your energy through personal and organizational hacks designed to increase not only your own energy but how to pass it on to the people who surround you.

Course: 1PDE-0208  
Instructor: Carolyn Vreeman

SECT 1  Tu  10/10/2023  
1:00 PM - 3:00 PM

LOCATION:  Online via Zoom**

Goals You’re Actually Excited About

Does the word “goals” make you cringe? It doesn’t need to. Learn how to change your relationship with goals in a way that will help you achieve them faster than you’ve ever done before, and in a way that feels sustainable and collaborative. Once goals are set, we must set the conditions for lasting success and expand our capacity for failure so you are always moving the needle forward towards your goals.

Course: 1PDE-0209  
Instructor: Carolyn Vreeman

SECT 1  Th  11/2/2023  
12:00 PM - 4:00 PM

LOCATION:  Century East Campus - 2313 - Classroom

How Stress Impacts Performance

Experiencing stress at work is normal and is to be expected in any working environment. A little stress heightens alertness and improves our performance on complex tasks. Yet too much stress at work can leave you feeling overwhelmed and out of control. It’s disabling, capable of diminishing your drive and decreasing your productivity. With its consistent presence in every workplace, it is important to understand how to better manage stress. This course can help by exploring the chief causes of workplace stress and how we respond to it effectively.

Course: 1PDE-0206  
Instructor: Lisa Sorensen

SECT 1  Th  12/7/2023  
12:00 PM - 4:00 PM

LOCATION:  Online via Zoom**

Crystallized Conversations: Communicating Persuasively Using Clarity, Confidence, and a Cocktail Napkin  
...continued from previous page

Course: 1PDE-0203  
Instructor: Theresa Rose

SECT 1  W  11/15/2023  
1:00 PM - 3:00 PM

LOCATION:  Online via Zoom**
Lights, Camera, Action! How to Prepare for your Best in a Virtual Meeting

You want to look your best, but just how do you do that in a virtual world? This short course will give you a quick overview of how to get ready for your big virtual meeting, and look really good doing it! Items covered will be preparing yourself mentally, getting the right equipment, how to use basic equipment, and sparkling through the actual meeting and beyond.

Course: 1PDE-0210
Instructor: Carolyn Vreeman

SECT 1 W 12/20/2023
12:00 PM - 4:00 PM
LOCATION: Online via Zoom**

Managing Difficult Conversations

Have you ever hesitated when faced with a disagreement or the need to confront someone about an uncomfortable situation? Whether it’s at home or work, most of us want to avoid difficult conversations for fear of how people will react. Since ignoring disagreements doesn’t make them go away, being able to deal with difficult conversations effectively is an essential skill in maintaining good relationships and succeeding in life. We want to help remove the fear factor from difficult conversations by sharing tools to help turn that tough talk into a constructive dialogue to keep your relationships intact and your career on track.

Course: 1PDE-0194
Instructor: Nanette Gesche

SECT 1 Th 12/14/2023
8:00 AM - 12:00 PM
LOCATION: Online via Zoom**

Making Mindful Choices: Using Energy Management to Create a Better Everything

Stress, uncertainty, and challenges beyond our control make it very difficult to maintain a healthy, happy, and hopeful outlook. However, we create better outcomes both personally and professionally when we make deliberate choices from a place of mindfulness every morning, noon, and night (and the occasional dark night of the soul). Theresa Rose, author of Your Daily Dose of Mojo: 365 Days of Mindful Living and Working, shares simple, effective mind-body strategies you can use every day to direct your precious energy more effectively.

Course: 1PDE-0202
Instructor: Theresa Rose

SECT 1 W 11/8/2023
1:00 PM - 3:00 PM
LOCATION: Online via Zoom**

Present with Confidence

Does presenting make you nervous? Are you not sure how in-person and virtual presentations differ? Tackle whatever is holding you back from presenting confidently and effectively. Learn how to manage questions, anxiety, and difficult audiences; how to get clear on purpose and direction; improvising; and how to engage your audience in virtual environments.

Course: 1PDE-0197
Instructor: Jeannette Grace

SECT 1 W 11/29/2023
9:00 AM - 3:30 PM
LOCATION: Century East Campus - 2313 - Classroom

**SPECIAL NOTICE:** This course will be held virtually through Zoom. You will need Internet connection and an email address. Approximately three days prior to the start of class, you will receive an email with the Zoom link to your class meeting. To prepare for your class, setup and test your Zoom connection. A troubleshooting guide can be found here. Your instructor will not be able to troubleshoot technology issues during class.
Reading Deception

Lying has been described as one of the most fundamental human activities. In a ten-minute conversation you are likely lied to two to three times. 91% of people regularly lie at home and at work. You might not even realize how often the people in your life are being deceitful. We like to think we are great at spotting lies, but on average we can only detect deception with about 54% accuracy. This course will teach you how to spot lies and uncover hidden emotions in others.

Course: 1PDE-0204
Instructor: Lisa Sorensen

SECT 1 Th 10/12/2023 12:00 PM - 4:00 PM
LOCATION: Century East Campus - 2311 - Classroom

Sales Skills for Success

Sales jobs are easy to get but hard to succeed at. Why? This class teaches how to customize sales approaches, presentations, closing techniques, and follow-ups for different personality styles. Participants will learn best practice advertising and marketing methods. Bonus -- all participants will take a short personality survey to determine image projection and who they may easily sell to.

Course: 1PDE-0198
Instructor: Michael Kiefer

SECT 1 M 10/30/2023 8:00 AM - 12:00 PM
LOCATION: Century East Campus - 2313 - Classroom

Recognizing and Dealing with Mental Health at Work

Are you struggling with anxiety, depression, burnout, or bullying at work? Just as work can impact your mental health, so too, your mental health can affect your work, impacting your job performance and productivity. Recent estimates suggest mental health issues cost the global economy $1 trillion annually in lost productivity, absenteeism, and staff turnover. The good news is that there are ways to cope with a toxic workplace, ease the stress of remote working, and improve your work-life balance.

Course: 1PDE-0207
Instructor: Lisa Sorensen

SECT 1 Th 12/21/2023 12:00 PM - 4:00 PM
LOCATION: Online via Zoom**

Simplify Your Workday: Seven Hacks for Organization and Productivity

Does your day work you instead of you working it? Does your life move at lightning speed and you find yourself running to catch up? Let me introduce ‘the hack,’ specifically 7 hacks that will create better productivity in your work and help you organization your time more effectively. The hack is designed to be a shortcut, quick skill, or a new method to change your perspective. Your work day is a great place to use new tips and tricks to stop wasting time and energy on ways that do not allow for better efficiency. After this short course, you will be armed with new techniques to implement at your office to increase your productivity.

Course: 1PDE-0201
Instructor: Holly Phillips

SECT 1 Tu 12/12/2023 9:00 AM - 11:00 AM
LOCATION: Online via Zoom**

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Social Intelligence

Social Intelligence is about understanding your environment and having a positive influence. Increasing Social Intelligence will provide professional and personal benefits. Social Intelligence is a critical tool for coaching and development. Improving social skills through active listening, understanding body language, and being more empathic will give you the advantage in your interactions. Social interactions are a two-way street, know the rules of the road!

Course: 1PDE-0165
Instructor: Lisa Sorensen

Steps to Effective Interviewing

This class will look at communication and how we address conflicts or resolved disagreements. The class will follow the acronym of P.O.L.I.T.E.: “P” Planning where there is a direct correlation between effort and results, for this is a key step in the interview process. “O” Opening refers to rapport and the need to build an appropriate relationship before addressing difficult issues. Appropriate is the key for we are all so different. “L” Listen is more than hearing words or sounds, but it is critical, and we will address probing strategy towards become the active listener. “I” Interviewing, there are many types and strategies within the interview process. This will be our focus as we look at different interview processes: The cognitive interview, the behavioral interview, and dealing with difficulty interaction in resolving problems, the confrontive interview.

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Steps to Effective Interviewing

“T” Thinking or evaluating what has been said or not said. “E” The ending is not a linear process, and we need to determine if we have met our objective and do we need to set follow up inquiries and continue in the process or can we now close the interaction.

Course: 1PDE-0193
Instructor: Everett Doolittle

The Science of Likability

Research shows genuinely likable people tend to be more successful - personally and professionally. Being likeable is critical to building and maintaining effective relationships in today’s work environments. Likable people are more often promoted into leadership positions. This course provides practical tips on how to develop strong bonds with others and how to present yourself in a comfortable manner in a variety of situations.

Course: 1PDE-0205
Instructor: Lisa Sorensen
Dashboards in Excel

An Excel Dashboard is a one-page visual used to track KPIs, compare data points, and assist management in making informed decisions. Dashboards provide interactive form controls, dynamic charts, and widgets to summarize data and show key performance indicators in real-time. You will be provided with a sample dashboard and learn how to create one of your own. Prerequisite: Must be proficient with PivotTables and Charts.

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Formulas and Functions in Excel

This class will focus solely on the use of formulas and functions. Spend time learning the proper way to use Dates, Lookup, and If functions. Discover the value of Named Ranges and where to use them. What about the new XLookup? And the Spill area? Step up your game, increase your confidence, and build a better data story. You should have an intermediate level of understanding of Excel in order to be successful in this course.

Course: 1CPT-0201
Instructor: Donna Seys

SECT 1 Tu 10/10/2023
8:00 AM - 11:45 AM

LOCATION: Online via Teams*

MICROSOFT APPLICATIONS

Write Like a Pro

Some statistics say we write 40 emails per day and receive 121 emails per day at work. We are overwhelmed with written communication. Learn how to write emails that get read so you can get your work done! Learn when to use and when not to use email; how to write useful subject lines; construct appropriate openings and closings; how to write powerful calls to action (and how to construct a diplomatic ‘no’). Improve the readability of your writing and proofread for professionalism and intention.

Course: 1PDE-0196
Instructor: Jeannette Grace

SECT 1 M 11/13/2023
9:00 AM - 3:30 PM

LOCATION: Century East Campus - 2313 - Classroom
Microsoft Office 365: Excel for Absolute Beginners

Are you afraid to take an Excel class because you are an absolute beginner? Welcome aboard! Don’t worry if you have never opened Excel. Learn data entry, basic formulas, sheet manipulation, row/column management, sort, and number formats. Obtain skills to promote yourself to our Level 1 class.

Course: 1CPT-0202
Instructor: Donna Seys

SECT 1 Th 9/7/2023 - 9/7/2023
8:00 AM - 11:45 AM

SECT 2 Th 10/26/2023 - 10/26/2023
8:00 AM - 11:45 AM

LOCATION: Online via Teams*

Microsoft Office 365: Excel Level I

Whether you are new to Excel or an experienced user, this class is a building block to future classes. Lay the foundation for Excel files. Break old habits and learn new techniques. Topics include charts, statistical formulas, 21st century format tools, data entry shortcuts, headers/footers, tip & tricks, and more.

Course: 1CPT-0186
Instructor: Donna Seys

SECT 1 Tu, Th 9/12/2023 - 9/14/2023
8:00 AM - 11:45 AM

SECT 2 Tu, Th 10/31/2023 - 11/2/2023
8:00 AM - 11:45 AM

LOCATION: Online via Teams*

Microsoft Office 365: Excel Level II

Discover what you have been missing in Excel. Explore views, data protection, and the creation of ‘What-if’ analysis. Tables, the gem of Excel, turns any dataset into a dynamic range. Understand functions XLookup, VLookup, SumIf, IF, and formulas across sheets.

Course: 1CPT-0187
Instructor: Donna Seys

SECT 1 Tu, Th 9/19/2023 - 9/21/2023
8:00 AM - 11:45 AM

SECT 2 Tu, Th 11/7/2023 - 11/9/2023
8:00 AM - 11:45 AM

LOCATION: Online via Teams*

Microsoft Office 365: Excel Level III

All roads have led to this destination. Dive into Pivot Reports and learn the solution to slice and dice data. Discover how tools from previous classes are used for a complete solution. Learn to exchange data between Excel and other programs, work in a single file simultaneously, customize features to your liking, and Macro instruction.

Course: 1CPT-0188
Instructor: Donna Seys

SECT 1 Tu, Th 9/26/2023 - 9/28/2023
8:00 AM - 11:45 AM

SECT 2 Tu, Th 11/14/2023 - 11/16/2023
8:00 AM - 11:45 AM

LOCATION: Online via Teams*

*SPECIAL NOTICE: This course will be held virtually through Microsoft Teams. You will need an Internet connection and an email address. Approximately three days before the start of the class, you will receive an email with a link to your class. To prepare for the class, test your connection by clicking here. Your instructor will not be able to troubleshoot technology issues during class.
Microsoft Office 365: Excel Level IV

Produce powerful, interactive reports in minutes instead of hours. Importing data in from another source? Save endless hours with Get and Transform to quickly import, clean, shape, and analyze data sources. Construct and share data through geographical 3D Maps, PowerPivot, and dynamic dashboards. Transform those large data sets into clear summary reports.

Course: 1CPT-0189
Instructor: Donna Seys

SECT 1  Tu, Th  10/3/2023 - 10/5/2023
8:00 AM - 11:45 AM
SECT 2  Tu, Th  11/28/2023 - 11/30/2023
8:00 AM - 11:45 AM
LOCATION: Online via Teams*

Microsoft Office 365: OneNote

OneNote is a great 21st century time management tool with unlimited possibilities. Digitally capture and share notes, ideas and to-dos from any device while keeping it all in one place. Share notebooks with others to view or edit. Share a snapshot with someone who does not have OneNote. Attach spreadsheets, video diagrams, and information from the Internet.

Course: 1CPT-0196
Instructor: Donna Seys

SECT 1  Th  10/12/2023
8:00 AM - 11:45 AM
LOCATION: Online via Teams*

Microsoft Office 365: Outlook Tips & Tricks

Discover Outlook tools that help wrangle those emails. Learn to use folders, rules, reminders, alerts, categories, and tasks. Stay on top of your calendar. Learn to share calendars, and track events. This is a tips class.

Course: 1CPT-0203
Instructor: Donna Seys

SECT 1  Tu  10/24/2023
8:00 AM - 11:45 AM
LOCATION: Online via Teams*

Microsoft Office 365: Word Level I

Learn the essentials of this tried and true document creator. Write with confidence by creating, editing, and formatting documents, create and format tables and learn tips & tricks to expand your Word horizons.

Course: 1CPT-0193
Instructor: Donna Seys

SECT 1  Tu, Th  12/5/2023 - 12/7/2023
8:00 AM - 11:45 AM
LOCATION: Online via Teams*

Microsoft Office 365: Word Level II

Clarify your message with illustrations and graphics. Create personalized letters, envelopes, and emails using mail merge. Transform your multi-page documents with sections, page numbers, table of contents, and cover pages. Collaborate with others using Track Changes.

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Microsoft Office 365: Word Level II
...continued from previous page

Course: 1CPT-0194
Instructor: Donna Seys

SECT 1  Tu, Th  12/12/2023 - 12/14/2023
8:00 AM - 11:45 AM

LOCATION: Online via Teams*

Microsoft Office Integrations

Do your best work together - collaborate with Office 365.
Learn OneDrive best practices, work together on files,
share links, organize, and become more efficient. Learn
security features, version history, synchronization, backup,
and adding OneDrive to your Teams. Prerequisite: Must
be able to log into Office.com to use OneDrive and Teams.

Course: 1CPT-0209
Instructor: Donna Seys

SECT 1  Tu  11/21/2023
8:00 AM - 11:45 AM

LOCATION: Online via Teams*

PowerPoint Polishing

How do we improve our PowerPoint message? What
tools make a presentation memorable? How do we keep
an audience captivated? These questions answered as
we transform your show from drab to dynamic. Learn
effective design, use of visuals, video, and links to
enhance your delivery.

Course: 1CPT-0210
Instructor: Donna Seys

SECT 1  Tu  12/19/2023
8:00 AM - 11:45 AM

LOCATION: Online via Teams*

CONTACT US

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Fri 830am - 4pm

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Registration:
To register, contact your PPLP Coordinator
at your agency or company.

QUICKLINKS:

Registration
Browse Subject Areas
Online Courses
Teach at Century CECT

Century College
Continuing Education and Customized Training
3300 Century Avenue North
East Campus, Room 2330
White Bear Lake, Minnesota 55110