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Discover What’s Next

century.edu/training

CONTINUING EDUCATION

CUSTOMIZED TRAINING

SLOT Fall 2020 CATALOG

BUSINESS & CAREER DEVELOPMENT
COMMUNICATION
PROJECT MANAGEMENT
COMPUTERS
REGISTRATION INFO

1 5 7 8 11
**Impact of Bias and Stereotypes in the Workplace**

What are implicit and explicit biases, and why is it important to understand where they originate? We’ve all heard stories of workplace bias and stereotypes in the news and in our personal and professional lives. Explicit biases and stereotypes are those that we are conscious of and implicit biases and stereotypes are those that live deep in our unconsciousness. Both types of biases and stereotypes can have a dramatic effect on workplace effectiveness, engagement, and productivity. This training is intended to help you understand and minimize the role of bias within your experiences and communications. Through education and discussion, this training strategy will help you understand how to effectively recognize and manage your own and others’ biases and stereotypes at work.

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**Fostering an Inclusive Climate**

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.

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**Train the Trainer: How to Design, Build and Deliver Training Using a Modular Format**

Are your trainers just reading power point slides to people and putting them to sleep? In our society today, fast transfer of knowledge is essential. Being able to organize information in a logical, teachable fashion is critical. People learn in different ways. A trainer must be receptive to this and make the training active, fun, and engaging in order for it to stick and be remembered. If methods are taught, they need to be demonstrated or illustrated. The trainer needs to share their personal experiences to make an emotional connection with their audience. Participants of this session will get ideas on the use of: physical models, storytelling, engagement methods, YouTube videos, pictures, graphs, charts, etc. They will learn how to organize and enhance existing training materials with their personality and experiences.

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**Course # 2LEF-0496**
POST 4 Hours POST # 09250-0932

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**Course # 2LEF-0498**
POST 4 Hours POST # 09250-0934

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**Course # 2LEF-0500**
POST This course is not eligible
**Overcome the Overwhelm**

Most people are busier than ever and find that work-life balance seems impossible. Do you know why? It is impossible! What would happen if you could get your work life and personal life to play nice together? What if you had more harmony? Find out how your brain works when you are overwhelmed, how to leverage your communication, and what to do to feed your motivation.

**Coach the Coach**

Using a brain-based four-step model, Leaders and Supervisors will discover how to involve team members along the coaching continuum. 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. With customized practice scenarios, this entire workshop is a large application of the coaching framework. This workshop delivers a coaching strategy that is applicable to all communication preferred styles.

**Leadership**

Are you interested in becoming a more effective leader? In this course you will:
- Identify leadership opportunities in everyday life
- Understand the differences in power vs. influence
- Learn the seven skills of effective leaders
- Understand the phases in negotiating
- Implement strategies to build resilience as a leader

**Resilience: Do You Bend or Break During Change?**

Life is full changes, good and bad. These changes take their toll on our ability to accomplish personal and organizational goals unless we know how to bounce back when things don’t go as planned. We can’t stop change from happening but we can change our response. Resilient people don’t dwell on the things that didn’t work. They accept the situation for what it is and learn from the experience to help them move forward. As a result, resilient people tend to be happier, more productive, and more innovative. Doesn’t that sound like a better way to deal with change?
**Professional Ethics**

This seminar focuses on ethics in today's changing and challenging world; addressing ethical conflicts that are faced daily throughout the public, private, and nonprofit professions. This seminar focuses on real-life situations many have faced. These dilemmas can help us learn together from our successes and failures. The overall goal is to provide tools to assist in confronting an ethical conflict or dilemma, rather than just acting instinctively and facing the consequences. Doing the right thing and being a person of integrity and of high moral character is not easy, but will greatly benefit you and your organization over the long-term.

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**Criminal Prosecution for Police**

Have you ever put a lot of work into cases only to have the case be declined for prosecution? This course discusses several facets of criminal prosecution including following a case from the point of referral to the jury. Expect several case examples including those that were never prosecuted, some that were rejected by a judge, and others that have resulted in convictions.

**Note:** On campus only. No Zoom option for this course.

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**Investigative Techniques for First Responders**

Cases are solved or lost on the actions of the 1st responders. 1st respondent's actions, observations, and initial investigation are critical to the solution of all cases. This class will teach 1st responders how to read crime scenes and look for clues to help narrow down the suspect pool. Officers attending this class will learn how a criminal thinks, their behavior, 10 filters to investigations, 4 major questions to access behavior at a crime scene, and why criminals commit crimes. The class will focus on motivation, what solves cases, sex crimes, pedophiles, sexual sadists, homicides, 4 phases of murder, psychology of violence, rules of evidence, the art of persuasion, and interview/interrogation techniques.

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**Police Report Writing**

Improve report writing skills by learning the tools to create a clear, concise, and correct narrative. Expand your knowledge on how police reports are used in the courtroom to make your reports more effective.

**Note:** On campus only. No Zoom option for this course.

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Police Ethics

“Police Ethics” is not about what we do wrong but to give you tools in confronting a changing environment. This is not just a lecture class and involves participation and the courage to present and discuss your personal experiences because we can learn so much together. The class is supported by real-case scenarios of ethical conflicts and video presentations on critical ethical issues. The following are the main areas of focus:

Understanding Ethics and the Ethical Dilemma Model: First we must develop the skills and abilities to address ethical dilemmas. The major areas addressed are the importance of understanding ethical theories, the “Social Contract” and standards of policing, corruption and the corruption of the noble cause, and to give an ethical dilemma tool (model) to help work through a dilemma rather than finding yourself in a critical issue, just acting instinctively, and now facing the consequences.

Diversity and Perceptions: One of the focuses of controversy is perception and how we see our world through a different set of lenses or through the view from “The-Mouse-Hole”. We live in very diverse communities and to serve our customers we need to learn, not judge their perceptions.

Accountability takes Courage: One of the main ethical issues of concern is a failing to hold officers accountable for continued misconduct. In fact, giving them some of the highest performance evaluations and continually rewarding misconduct as this destroys trust within our communities.

Peer Intervention and the Duty to Intervene: This is a key aspect of the class. Creating an ethical organization cannot be done through having more laws and policies but can only be accomplished when officers have the courage to hold each other accountable and are willing to intervene. Developing an agreement or contract to protect each other through stopping unethical conduct before being pulled down a path and finding themselves in a dilemma that they did not cause but failed to stop and failing to protect your fellow officer by not stopping them before they cross-the-line. Peer intervention takes courage but the consequences of failing to act can cost everything for you and others.

Ethics does matter and more today your actions will be documented for prosperity and you will be held accountable which is reasonable and just. Ethical training is not a onetime band-aid to fix a problem but the first part of changing a culture and developing a new philosophy of policing, for we change or will be changed.

Questions?

Call: 651-779-3341
Email: cect@century.edu
Click: century.edu/training

The Art and Science of Managing Anxiety in Uncertain Times

The presentation will examine the rigors and stress of living in uncertain times with unknown outcomes. Emphasis will be placed on providing a theoretical understanding of the importance of stress related events and how to optimally process such experiences. Attendees will be provided with best practice psychological modes of dealing with stress and how to maximize healthy coping.

Course # 2LEF-0513
POST 14 Hours POST # 09250-0937

Sect 1
Sept 21 & Sept 25 / 4 sessions / Doolittle
Sept 28 & Oct 02
M & F 8:00 AM - 11:30 AM

Course # 2LEF-0514
POST 4 Hours POST # 09250-0938

Sect 1
Oct 05 / 1 session / Boswell
M 8:00 AM - 12:00 PM
Zoom
### The Art of Effective Communication

Do you wonder why you get frustrated when communicating with others; you don’t feel heard or you feel misunderstood? In this course you will:

- Learn the communication feedback process model
- State the different types of communication
- Understand what makes communication ineffective
- Learn the different styles of communication and what your style is and how it affects your communication
- Establish an individual plan for effective communication

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**Sect 1**  
Oct 21 / 1 session / Fischer  
W 8:00 AM - 11:00 AM  
Zoom

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### Psychological Strategies of Mitigating the Effects of Depression and Living an Enriched Life

Depression continues to be one of the most chronic and significant psychological stress of our times. This course will enable attendees to understand the various causes, models and treatment of depression. In addition attendees will gain specific strategies to effectively deal with depression in the here and now and live more fulfilling lives.

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**Sect 1**  
Oct 19 / 1 session / Boswell  
M 8:00 AM - 12:00 PM  
Zoom

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### Registration is Easy!

Call: 651-779-3341  
Email: cect@century.edu  
Click: century.edu/training
Dealing with Conflict Confidently

Conflict isn’t bad. It’s the reaction that is often bad. To deal with conflict confidently, you must have a good framework for understanding human behavior and tools to manage what happens. Learn how the emotional brain is triggered in conflict and the difficult behavior that follows. Also, develop the skills needed to empower yourself and others to move from combative behavior to understanding and resolution.

Course # 2LEF-0428
POST 4 Hours POST # 09250-0877

Sect 1 Dec 15 / 1 session / Grace
Tu 8:00 AM - 12:00 PM Zoom

Storytelling as a Coaching/ Training/ Presenting Tool

What do you remember from the coaches or training sessions that you have attended? The stories! This session teaches participants how to craft their life experiences into memorable personal stories and pointed lessons. Participants will have opportunities to craft anecdotes and life experiences into targeted training illustrations, present these to the group, and get feedback on effectiveness.

Course # 2LEF-0504
POST This course is not eligible

Sect 1 Nov 09 / 1 session / Kiefer
M 8:00 AM - 12:00 PM Zoom

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 # 2LEF-0495
POST This course is not eligible

Sect 1 Dec 17 / 1 session / Sorensen
Th 12:00 PM - 4:00 PM Zoom

How to Avoid the Horror of Bad PowerPoint

You’ve seen it. You’ve lived it. Heck, you may have even caused it! What is it? Death By PowerPoint! You shoot people with bullet point list after bullet point list and wonder why no one remembers anything from your presentation. Think about it this way - if you can’t inspire anyone with your ideas, it won’t matter how great those ideas are. Why? Because ideas are only as good as the actions that follow the communication of those ideas. Your presentations are vital to communicating and inspiring action in others. In this engaging and informative session, you will learn how to improve any slide presentation. In just four hours you will learn how to: Be more productive with presentation time, Get people to remember more from your presentations, Leverage useful tips, hacks and techniques for improving PowerPoint and Apple Keynote slides, Design slide graphics for the artistically challenged, Plan and execute great looking and effective presentations, Frame your presentation in terms of the audience and Present slides in a compelling and dynamic way.

Course # 2LEF-0454
POST This course is not eligible

Sect 1 Dec 16 / 1 session / Shore
W 12:00 PM - 4:00 PM Zoom
Project Management 1 - Project Initialization

This class will work on all of the things that must be done prior to the project actually beginning. We will discuss the charter and which parts are required for any particular project. We will review the other resources which a project manager should reference and create a list of possible activities that would need to be completed for a large project.

Course # 2LEF-0502
POST This course is not eligible

Sect 1 Nov 04 / 1 session / Compton
W 8:00 AM - 9:30 AM

Project Management 2 - Project Planning

The charter has been created and signed - what do we do now to prepare for the project work to begin? This class will focus on those things a project manager does to build a team and a plan for completing the desired deliverable/good.

Course # 2LEF-0503
POST This course is not eligible

Sect 1 Nov 04 / 1 session / Compton
W 10:30 AM - 12:00 PM

Project Management 3 - Project Execution & Monitoring

With both the team and a plan in hand the project work begins and in this class we will discuss the execution of the plan and we will look at the controls we need to have in place to monitor the work all of the integrated parts of the project.

Course # 2LEF-0506
POST This course is not eligible

Sect 1 Nov 16 / 1 session / Compton
M 8:00 AM - 9:30 AM

Project Management 4 - Project Closure

We have completed the project and will now discuss the closure of the project, what things a good project manager will do to make sure their organization gets the most value from the efforts that have been completed and what are the responsibilities of the project manager relative to the team and organization.

Course # 2LEF-0507
POST This course is not eligible

Sect 1 Nov 16 / 1 session / Compton
M 10:30 AM - 12:00 PM

Project Management 5 - Projects, Programs, Portfolios, and Change

This class will review the bigger picture to prepare project managers to work in together to support the long term goals of the organization and to bring value to the organization through coordinated effort.

Course # 2LEF-0509
POST This course is not eligible

Sect 1 Dec 10 / 1 session / Compton
Th 8:00 AM - 9:30 AM
Project Management 6 - Organizational Change for Project Managers

Often the results of a project will impact an organization - in this class we will discuss the role of the project manager in helping their organization change and adopt the deliverable from the managed project.

MS Office 365/ Excel 2019 Level 2

It's time to explore views, data protection, and creation of Macros. 'What-if' analysis tools help discover all possible answers to changing variables in formulas. And Tables, the gem of Excel, turns any dataset into a dynamic range. Discover what you’ve been missing in Excel.
**MS Office 365/ Excel 2019 Level 4**

Produce powerful, interactive reports in minutes instead of hours. Drop data to Excel from another source? Save endless hours with Power Query to quickly import, clean, shape, and analyze disparate data sources. Construct and share data through geographical 3D Maps, Power Pivot, and dynamic dashboards. Transform those large data sets into clear summary reports. Data crowns distributed at end of class!

**Note:** On campus only. No Zoom option for this course. Textbook not included. Additional $45 textbook fee.

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**Sect 1**
Sept 29 / 1 session / Seys
W 8:00 AM - 3:30 PM  E 1733

**Sect 2**
Nov 10 / 1 session / Seys
Tu 8:00 AM - 3:30 PM  E 1733

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**MS Office 365/ Word 2019 Level 1**

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

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**Sect 1**
Nov 12 & Nov 17 / 2 sessions / Seys
Th & Tu 8:00 AM - 11:45 AM  Zoom

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**MS Office 365/ Word 2019 Level 2**

Stay with the flow by illustrating documents with graphics, work with themes and building blocks, merge documents, work with styles and templates while developing multi-page documents.

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**Sect 1**
Nov 19 & Nov 24 / 2 sessions / Seys
Th & Tu 8:00 AM - 11:45 AM  Zoom

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**MS Office 365/ Word 2019 Level 3**

Integrate with other programs and collaborate with co-workers, friends, or family while learning advanced graphics, how to build a form and customizing Word to best suit your needs.

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**Sect 1**
Dec 01 & Dec 03 / 2 sessions / Seys
Tu & Th 8:00 AM - 11:45 AM  Zoom
Photoshop Level 1

Photoshop is a powerful graphics design and image-editing program with which you can create sophisticated and impressive graphics for the Web or for print. With Photoshop, you can create, combine, modify, and enhance digital images for print or for the Web. Photoshop contains powerful capabilities that few software programs can match. In the first level you will learn the layout of Photoshop, editing tools, working with selections, understanding of layers and adjusting images.

**Note:** On campus only. No Zoom option for this course. Textbook not included. Additional $45 textbook fee.

**Course # 2LEF-0511**
**POST** This course is not eligible

**Sect 1** Oct 01 & Oct 06 / 2 sessions / Matz
Th & Tu 8:00 AM - 11:45 AM  E 1733

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Photoshop Level 2

This Photoshop course will teach you the tools you need to know. Starting with the typing and vector tools which allow creative text. Then moving into gaining knowledge with the use of channels and working with the important mask tool. You will learn how to find and use filters and save time by learning actions and camera raw.

**Note:** On campus only. No Zoom option for this course. Textbook not included. Additional $45 textbook fee.

**Course # 2LEF-0512**
**POST** This course is not eligible

**Sect 1** Oct 08 & Oct 13 / 2 sessions / Matz
Th & Tu 8:00 AM - 11:45 AM  E 1733

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MS Office 365/ PowerPoint 2019 Level 1

Whether you are using it for personal or professional use, learn the basics of this fantastic presentation software. Learn to: create and modify a presentation, insert objects into a presentation, finish a presentation, and work with advanced tools.

**Course # 2LEF-0473**
**POST** This course is not eligible

**Sect 1** Dec 07 & Dec 09 / 2 sessions / Lehr
Sa & M 8:00 AM - 11:45 AM  Zoom

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MS Office 365/ PowerPoint 2019 Level 2

Build on your knowledge of presentation software basics by enhancing charts, inserting illustrations, objects and media clips, plus advanced features of the software.

**Course # 2LEF-0475**
**POST** This course is not eligible

**Sect 1** Dec 14 / 1 sessions / Lehr
M 8:00 AM - 11:45 AM  Zoom
Register Today!

Online
SLOT Online Registration
Please click the link above to begin the registration process conveniently online.

Email
cect@century.edu
Email our registration team to receive the online registration link, ask questions, or help with the registration process.

Phone
651-779-3341
Call our registration team to receive the online registration link, ask questions, or help with the registration process. You might be asked to provide the information requested on the registration form.

In Person
CECT, Room E2420, Century College East Campus
3300 Century Ave North
White Bear Lake, MN 55110
(Hwy 120, just north of I-694)

Office Hours:
Mon-Thurs 8:30 am - 5:00 pm / Fri 8:30 am - 4:00 pm