

2018

Course Catalog

Any Training Content, Any Certification, Anywhere.

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JobWorks, Inc | Delivering Workforce Excellence for More than 25 Years

For more than 30 years, JobWorks Inc. – a national workforce development organization – has partnered with employers and public agencies to help them achieve their human capital goals. As a premier provider of Workforce Innovation and Opportunity Act (WIOA) services, we deliver up to 50,000 workforce education and labor market services to **more than 10,000 customers each year** throughout Indiana, Pennsylvania, Ohio, and California.

In 2013, JobWorks launched the **Education and Training Systems (JETS) division** to deliver high-quality training and staffing services to private sector and non-profit organizations. By leveraging its 30-year history in public workforce services, JETS connects businesses with the staff they need, and increases the skills of the team they have. Each year over 200 organizations acquire high-impact talent and develop their employee-base with the help of JobWorks Inc.

The JETS Advantage | Low-Cost and High-Impact Training

- **Prices are inclusive of all costs** for course instructors, travel, books, materials, technology and certifications unless stated otherwise.
- All courses can be customized to the particular trainee or participant group to maximize learning outcomes. Course pricing in this catalog does not include customization. Costs for any requested customization is determined on a per project basis.
- E-Learning and digital courseware are available to trainees within many of our training courses
- We bring the training to you! Our courses can be delivered on-site at your location or in our training space (additional fees may apply)
- We support smaller class sizes, as well as large group formats
- Our courses can be delivered as stand-alone classes or combined to create a custom series
- All non-certification courses incorporate a post-training assessment to measure skill attainment. We can include a relevant certification in almost all of our programs
- Certain technology courses may require additional hardware and/or software costs
- We provide daily reports on attendance and credential attainment of our students
- Ask us about other discounts!

Technology | Microsoft

| ACCESS | Course Length |
|------------------------------------------------------------------|----------------------|
| Access 2016 – Part 1 | 1 Day |
| Access 2016 – Part 2 | 1 Day |
| Access 2016 – Part 3 | 1 Day |
| Access 2013 – Part 1 | 1 Day |
| Access 2013 – Part 2 | 1 Day |
| Access 2013 – Part 3 | 1 Day |
| Access 2010 – Part 1 | 1 Day |
| Access 2010 – Part 2 | 1 Day |
| Access 2010 – Part 3 | 1 Day |
| Microsoft Office Specialist (MOS) Certification in Access | 8 Days |
| EXCEL | Course Length |
| Excel 2016 – Part 1 | 1 Day |
| Excel 2016 - Part 2 | 1 Day |
| Excel 2016 - Part 3 | 1 Day |
| Excel 2013 - Part 1 | 1 Day |
| Excel 2013 - Part 2 | 1 Day |
| Excel 2013 - Part 3 | 1 Day |
| Excel 2010 - Part 1 | 1 Day |
| Excel 2010 - Part 2 | 1 Day |
| Excel 2010 - Part 3 | 1 Day |
| Microsoft Office Specialist (MOS) Certification in Excel | 4 Days |
| INFOPATH | Course Length |
| InfoPath 2016 - Part 1 | 1 Day |
| InfoPath 2016 - Part 2 | 1 Day |
| InfoPath 2016 - Part 3 | 1 Day |
| InfoPath 2013 - Part 1 | 1 Day |
| InfoPath 2013 - Part 2 | 1 Day |
| InfoPath 2013 - Part 3 | 1 Day |
| InfoPath 2010 - Part 1 | 1 Day |
| InfoPath 2010 - Part 2 | 1 Day |
| InfoPath 2010 - Part 3 | 1 Day |
| ONENOTE | Course Length |
| OneNote 2016 - Part 1 | 1 Day |
| OneNote 2016 - Part 2 | 1 Day |
| OneNote 2016 - Part 3 | 1 Day |
| OneNote 2013 - Part 1 | 1 Day |
| OneNote 2013 - Part 2 | 1 Day |
| OneNote 2013 - Part 3 | 1 Day |
| OneNote 2010 - Part 1 | 1 Day |

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|----------------------------------------------------------------------|----------------------|
| OneNote 2010 - Part 2 | 1 Day |
| OneNote 2010 - Part 3 | 1 Day |
| OUTLOOK | Course Length |
| Outlook 2016 – Part 2 | 1 Day |
| Outlook 2016 – Part 1 | 1 Day |
| Outlook 2013 – Part 2 | 1 Day |
| Outlook 2013 – Part 1 | 1 Day |
| Microsoft Office Specialist (MOS) Certification in Outlook | 4 Days |
| POWERPOINT | Course Length |
| PowerPoint 2016 – Part 2 | 1 Day |
| PowerPoint 2013 – Part 1 | 1 Day |
| PowerPoint 2013 – Part 2 | 1 Day |
| PowerPoint 2013 – Part 1 | 1 Day |
| PowerPoint 2010 – Part 2 | 1 Day |
| PowerPoint 2010 – Part 1 | 1 Day |
| Microsoft Office Specialist (MOS) Certification in PowerPoint | 4 Days |
| PROJECT | Course Length |
| Project 2013 – Part 1 | 1 Day |
| Project 2013 – Part 2 | 1 Day |
| PUBLISHER | Course Length |
| Publisher 2013 – Part 3 | 1 Day |
| Publisher 2013 – Part 2 | 1 Day |
| Publisher 2013 – Part 1 | 1 Day |
| Publisher 2010 – Part 3 | 1 Day |
| Publisher 2010 – Part 2 | 1 Day |
| Publisher 2010 – Part 1 | 1 Day |
| SHAREPOINT | Course Length |
| SharePoint 2013 - Designer | 1 Day |
| SharePoint 2013 - Foundation: Site Administrator | 1 Day |
| SharePoint 2013 - Foundation: Site Owner | 1 Day |
| SharePoint 2013 - Foundation: Site User | 1 Day |
| VISIO | Course Length |
| Visio 2013 – Part 1 | 1 Day |
| Visio 2013 – Part 2 | 1 Day |
| Visio 2010 – Part 1 | 1 Day |
| Visio 2010 – Part 2 | 1 Day |
| WINDOWS | Course Length |
| Windows 10: Transition from Windows 7 | 1 Day |
| Using Windows 10 | 1 Day |
| Introduction to Personal Computers Using Windows 10 | 1 Day |
| WORD | Course Length |

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|----------------------------------------------------------------|--------|
| Word 2016 – Part 3 | 1 Day |
| Word 2016 – Part 2 | 1 Day |
| Word 2013 – Part 1 | 1 Day |
| Word 2013 – Part 3 | 1 Day |
| Word 2013 – Part 2 | 1 Day |
| Word 2013 – Part 1 | 1 Day |
| Word 2010 – Part 3 | 1 Day |
| Word 2010 – Part 2 | 1 Day |
| Word 2010 – Part 1 | 1 Day |
| Word 365 – Essentials | 1 Day |
| Microsoft Office Specialist (MOS) Certification in Word | 4 Days |

Technology | Adobe

| ACROBAT | Course Length |
|----------------------------------|----------------------|
| Acrobat Pro DC | 1 Day |
| Acrobat XI Pro – Part 1 | 1 Day |
| Acrobat XI Pro – Part 2 | 1 Day |
| DREAMWEAVER | Course Length |
| Dreamweaver CS6 – Part 1 | 1 Day |
| Dreamweaver CS6 – Part 2 | 1 Day |
| FLASH | Course Length |
| Flash CS6 – Part 1 | 1 Day |
| Flash CS6 – Part 2 | 1 Day |
| ILLUSTRATOR | Course Length |
| Illustrator CS6 – Part 1 | 1 Day |
| Illustrator CS6 – Part 2 | 1 Day |
| INDESIGN | Course Length |
| InDesign CS6 – Part 1 | 1 Day |
| InDesign CS6 – Part 2 | 1 Day |
| PHOTOSHOP | Course Length |
| Photoshop CS6 – Part 1 | 1 Day |
| Photoshop CS6 – Part 2 | 1 Day |
| Adobe Certified Associate | Course Length |
| Adobe Certified Associate | 4 Day |

Technology | CompTIA Certifications

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|--------------------------------------|----------------------|
| A+ | Course Length |
| A+ (Exam 220-801 and 220-802) | 5-8 Days |
| IT FUNDAMENTALS | Course Length |
| IT Fundamentals (Exam FC0-U51) | 5-6 Days |
| IT Mobility+ | Course Length |
| Mobility+ App Development | 5-8 Days |
| NETWORK+ | |
| Network+ (Exam N10-005 and N10-006) | 5-8 Days |
| SECURITY+ | Course Length |
| Security+ (Exam SY0-401 and SY0-301) | 6 Days |

Technology | CRM Solutions, Google Apps, and Tablet Computing

| CRM SOLUTIONS | Course Length |
|----------------------------------------------------------------------|---------------|
| Salesforce.com for Sales Representatives | 1 Day |
| Insightly for End Users | 1 Day |
| Zoho CRM: Critical User Skills | 1 Day |
| Zoho CRM: Advanced User Skills | 1 Day |
| GOOGLE APPS | Course Length |
| Using Google Drive and Productivity Apps | 1 Day |
| TABLET COMPUTING | Course Length |
| iPad for Business Use | 1 Day |
| Microsoft Windows 8 Tablet for Business Use | 1 Day |
| Using Microsoft Office 2013 Professional on Mobile Devices | 1 Day |
| Microsoft Office 2013 RT on Windows 8 RT Mobile Devices | 1 Day |
| Microsoft Windows 8.1 Tablet for Business Use | 1 Day |
| Apple iPad for Business Use (iOS7) | 1 Day |
| Mobile Application Development for Youth Certification Course | 8 Days |

| CyberSAFE | Course Length |
|-----------------------------------------------------------------------------|---------------|
| CyberSAFE (Securing Assets for the End User) | ½ Day |
| CyberSec Certification | Course Length |
| CyberSec First Responder (CFR) Certification: Threat Detection and Response | 5 Days |

Introducing the CyberSec First Responder and CyberSAFE Certifications!

CyberSec First Responder: Threat Detection and Response (CFR)

CyberSec First Responder: Threat Detection and Response (CFR) builds the high-stakes skills needed to serve their organization **before, during, and after a breach**. A CFR is the first line of defense against cyber-attacks that can cost an organization valuable time and money. This course prepares security professionals to become the first line of response against cyber-attacks, through a robust curriculum encompassing threat analyzation, secure computing and network environments design, proactive network defense, and response and investigation into cybersecurity incidents. **Call today** to learn how this certification can protect your company' assets and reduce the threat security incidents.

CyberSAFE (Securing Assets for End-Users)

Even with millions spent on security infrastructure, all it takes is **one employee clicking a malicious link** to compromise critical data and information systems. Because end-user security awareness is a major issue in the business world today, we introduce CyberSAFE (Securing Assets for End-Users). The CyberSAFE class enables employees of any organization to identify many of the common risks associated with using conventional end-user technology, as well as how to safely protect themselves and their organizations from security risks. **Call today** to learn how this training can better secure your company's digital assets.

Soft Skills | Communication and Customer Service

| COMMUNICATION | Course Length |
|------------------------------------------------------------------------------|----------------------|
| 50 Minutes to Better Software Demos | 1 Day |
| 50 One-Minute Tips to Better Communication | 1 Day |
| Better Business Writing | 1 Day |
| Body Language Basics | 1 Day |
| Business Acumen | 1 Day |
| Business Communication | 1 Day |
| Business Etiquette | 1 Day |
| Business Writing | 1 Day |
| Collaborative Business Writing | 1 Day |
| Communicating with Employees | 1 Day |
| Communication Skills for Leaders - Delivering a clear and consistent message | 1 Day |
| Communication Strategies | 1 Day |
| E-Mail Management | 1 Day |
| Face-to-Face Communication | 1 Day |
| Facilitation Skills for Team Leaders | 1 Day |
| Facilitation Skills | 1 Day |
| Fat-Free Writing | 1 Day |
| Getting Your Message Across | 1 Day |
| Influencing Others | 1 Day |
| Interpersonal Skills | 1 Day |
| Presentation Skills | 1 Day |
| Proposal Writing | 1 Day |
| Public Speaking | 1 Day |
| Technical Writing in the Corporate World | 1 Day |
| The Building Blocks of Business Writing | 1 Day |
| The Business of Listening | 1 Day |
| Vocabulary Improvement | 1 Day |
| Writing Business Proposals and Reports | 1 Day |
| Writing Effective E-Mails | 1 Day |
| Writing Fitness | 1 Day |
| CUSTOMER SERVICE | Course Length |
| Beyond Customer Service | 1 Day |
| Call Center Success | 1 Day |
| Calming Upset Customers | 1 Day |
| Customer Satisfaction | 1 Day |
| Customer Service | 1 Day |
| Customer Service in the Information Age | 1 Day |
| Customer Service Nightmares | 1 Day |
| Handling a Difficult Customer | 1 Day |
| Handling Difficult People and Situations | 1 Day |

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|-----------------------------------------------------|-------|
| Quality Customer Service | 1 Day |
| SuperSTAR Customer Service: It's all about C.A.R.E. | 1 Day |
| Telephone Etiquette | 1 Day |
| Telephone Skills that Satisfy Customers | 1 Day |

Soft Skills | Finance

| FINANCE | Course Length |
|-------------------------------------------------------|----------------------|
| Accounting Essentials | 1 Day |
| Basic Bookkeeping | 1 Day |
| Basics of Budgeting | 1 Day |
| Budgets And Financial Reports | 1 Day |
| Financial Analysis | 1 Day |
| Personal Financial Fitness | 1 Day |
| The Accounting Cycle | 1 Day |
| Understanding Financial Statements | 1 Day |
| QuickBooks Certified User Certification Course | 4 Days |

Soft Skills | General Business

| GENERAL BUSINESS | Course Length |
|-----------------------------------------------------|---------------|
| Basic Business Math, Revised Edition | 1 Day |
| Basics of Inventory Management | 1 Day |
| Basics of Manufacturing | 1 Day |
| Benchmarking Basics | 1 Day |
| Business Etiquette & Professionalism, Third Edition | 1 Day |
| Change Management | 1 Day |
| Disaster Preparedness | 1 Day |
| Entrepreneurship | 1 Day |
| Event Planning for Everyone | 1 Day |
| Graphics for Presenters | 1 Day |
| ISO 9000 | 1 Day |
| Keyboarding A-Z | 1 Day |
| Project Management | 1 Day |
| Risk Assessment and Management | 1 Day |
| Supply Chain Management | 1 Day |
| Telework And Telecommuting | 1 Day |
| The Administrative Assistant | 1 Day |
| The Internal Consultant | 1 Day |
| Tourism & Hospitality | 1 Day |
| Basic Business Math | 1 Day |

Soft Skills | Human Resources

| HUMAN RESOURCES | Course Length |
|--------------------------------------------|---------------|
| 50 One-Minute Tips for Retaining Employees | 1 Day |
| 50 One-Minute Tips for Trainers | 1 Day |
| A Manager's Guide to OSHA | 1 Day |
| About Pay | 1 Day |
| Coaching and Counseling | 1 Day |
| Coaching And Mentoring | 1 Day |
| Coaching for Development | 1 Day |
| Coaching Skills for Leaders | 1 Day |
| Conducting Annual Employee Reviews | 1 Day |
| Conflict Resolution | 1 Day |
| Connecting Generations | 1 Day |
| Coping with Workplace Grief | 1 Day |
| Delivering Constructive Criticism | 1 Day |
| Delivering Effective Training Sessions | 1 Day |
| Dynamics of Diversity | 1 Day |
| Effective Recruiting Strategies | 1 Day |
| Emotional Intelligence Works | 1 Day |
| Employee Motivation | 1 Day |
| Employee Onboarding | 1 Day |
| Employee Recognition | 1 Day |
| Employee Recruitment | 1 Day |
| Employee Suggestion Systems | 1 Day |
| Employee Termination Processes | 1 Day |
| Generation Gaps | 1 Day |
| Handling the Difficult Employee | 1 Day |
| Health and Wellness at Work | 1 Day |
| High Performance Hiring | 1 Day |
| Hiring Strategies | 1 Day |
| Human Resource Management | 1 Day |
| Learning Essentials | 1 Day |
| Life Coaching Essentials | 1 Day |
| Making Humor Work | 1 Day |
| Making the Most of Being Mentored | 1 Day |
| Manager Management | 1 Day |
| Managing Workplace Anxiety | 1 Day |
| Measuring Customer Satisfaction | 1 Day |
| Measuring Results From Training | 1 Day |
| Mentoring | 1 Day |
| Millennial Onboarding | 1 Day |
| Office Politics | 1 Day |
| Office Politics For Managers | 1 Day |

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|-----------------------------------------------|-------|
| On-the-Job Training | 1 Day |
| Organizational Vision, Values, and Mission | 1 Day |
| Performance Management | 1 Day |
| Personal Counseling | 1 Day |
| Preventing Workplace Violence | 1 Day |
| Putting Diversity to Work | 1 Day |
| Retaining Your Employees | 1 Day |
| Risk Management - Safeguarding Company Assets | 1 Day |
| Safety In The Workplace | 1 Day |
| Sexual Harassment in the Workplace | 1 Day |
| Social Media In The Workplace | 1 Day |
| Talent Management | 1 Day |
| Train-The-Trainer | 1 Day |
| Wellness in the Workplace | 1 Day |
| Winning at Human Relations | 1 Day |
| Workplace Diversity | 1 Day |
| Workplace Harassment | 1 Day |

Soft Skills | Job-Readiness

| JOB-READINESS | Course Length |
|---------------------------------------------|---------------|
| Behavior-Based Interviewing | 1 Day |
| Designing Creative Resumes, Revised Edition | 1 Day |
| Job Search Essentials (Bundle) | 1 Day |
| Job Search That Works | 1 Day |
| Preparing for the Behavior-Based Interview | 1 Day |
| Preparing for Your Interview | 1 Day |
| Quality Interviewing, Third Edition | 1 Day |
| Strategic Resumes Writing for Results | 1 Day |

Soft Skills | Leadership and Management

| LEADERSHIP AND MANAGEMENT | Course Length |
|--------------------------------------------|---------------|
| Achieving Supervisory Excellence | 1 Day |
| Appreciative Inquiry | 1 Day |
| Becoming a Successful Supervisor | 1 Day |
| Being A Likeable Boss | 1 Day |
| Business Improvement Series | 1 Day |
| Business Management | 1 Day |
| Business Succession Planning | 1 Day |
| Creating a High Performance Team | 1 Day |
| Delegation Skills for Leaders | 1 Day |
| Developing a Lunch and Learn | 1 Day |
| Developing New Managers | 1 Day |
| Excellence in Management | 1 Day |
| Feedback Skills for Leaders | 1 Day |
| High Performance Teams | 1 Day |
| Leadership | 1 Day |
| Leadership Skills for Women | 1 Day |
| Leading Honorably | 1 Day |
| Lean Process And Six Sigma | 1 Day |
| Learning to Lead | 1 Day |
| Managing Differences | 1 Day |
| Managing Negative People | 1 Day |
| Managing Upward | 1 Day |
| Meeting Management | 1 Day |
| Meeting Skills for Leaders | 1 Day |
| Middle Manager | 1 Day |
| Motivating at Work | 1 Day |
| Motivating the Millennial Knowledge Worker | 1 Day |
| Office Management | 1 Day |
| Open-Book Management | 1 Day |
| Partners in Performance | 1 Day |
| Performance Management | 1 Day |
| Process Improvement | 1 Day |
| Project Management | 1 Day |
| Quality at Work | 1 Day |
| Risk Taking | 1 Day |
| Starting Your New Business | 1 Day |
| Stepping Up to Supervisor | 1 Day |
| Stress That Motivates | 1 Day |
| Successful Strategic Planning | 1 Day |
| Supervising for Success | 1 Day |
| Supervising Others | 1 Day |

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|---------------------------------------|-------|
| Supervising Part-Time Employees | 1 Day |
| Team Building For Managers | 1 Day |
| Team Building | 1 Day |
| Teamwork And Team Building | 1 Day |
| The New Supervisor | 1 Day |
| Understanding Leadership Competencies | 1 Day |
| Understanding Organizational Change | 1 Day |
| Virtual Team Building And Management | 1 Day |
| Women in Leadership | 1 Day |
| Your First Thirty Days | 1 Day |

Soft Skills | Manufacturing

| MANUFACTURING | Course Length |
|---------------------------------------------------------------|----------------------|
| Advanced Manufacturing Boot Camp | 3 Day |
| Applied Math | 1 Day |
| Working in Teams | 1 Day |
| Lean Overview | 1 Day |
| Blueprint Reading | 1 Day |
| Precision Measurement | 1 Day |
| AutoCad – Autodesk Certified User Certification Course | 10 Days |

Soft Skills | Project Management and Risk Management

| PROJECT MANAGEMENT | Course Length |
|----------------------------------------------------------------|----------------------|
| Project Management Professional (PMP) Certification Course | 6 Days |
| Certified Associate in Project Management Certification Course | 6 Days |
| Risk Management Professional (PMI – RMP) Certification Course | 5 Day |
| Scheduling Professional (PMI – SP) Certification Course | 4 Day |

Soft Skills | Sales and Marketing

| SALES AND MARKETING | Course Length |
|----------------------------------|----------------------|
| Building and Closing the Sale | 1 Day |
| Building Trust | 1 Day |
| Creating a Great Webinar | 1 Day |
| Direct Marketing Techniques | 1 Day |
| Event Planning | 1 Day |
| Internet Marketing Fundamentals | 1 Day |
| Marketing Basics | 1 Day |
| Media And Public Relations | 1 Day |
| Motivating Your Sales Team | 1 Day |
| Negotiation Basics | 1 Day |
| Networking (Outside the Company) | 1 Day |
| Networking Within the Company | 1 Day |
| New Product Introduction | 1 Day |
| Overcoming Sales Objections | 1 Day |
| Personal Branding | 1 Day |
| Professional Selling | 1 Day |
| Prospecting and Lead Generation | 1 Day |
| Sales Fundamentals | 1 Day |
| Sales Training Basics | 1 Day |
| Trade Show Staff Training | 1 Day |

Soft Skills | Self-Management and Personal Development

| SELF-MANAGEMENT | Course Length |
|-------------------------------------------------|---------------|
| Accountability | 1 Day |
| Achieving Job Satisfaction | 1 Day |
| Achieving Results | 1 Day |
| Anger Management | 1 Day |
| Assertiveness And Self-Confidence | 1 Day |
| Attention Management | 1 Day |
| Attitude | 1 Day |
| Balancing Home and Career | 1 Day |
| Be Your Own Coach | 1 Day |
| Clear and Creative Thinking | 1 Day |
| Comfort Zones: Planning a Fulfilling Retirement | 1 Day |
| Conflict Management | 1 Day |
| Creating Your Skills Portfolio | 1 Day |
| Creative Decision Making | 1 Day |
| Creativity in Business | 1 Day |
| Critical Thinking | 1 Day |
| Developing as a Professional | 1 Day |
| Developing Corporate Behavior | 1 Day |
| Developing Creativity | 1 Day |
| Developing Positive Assertiveness | 1 Day |
| Developing Self-Esteem | 1 Day |
| Emotional Intelligence | 1 Day |
| Empowerment | 1 Day |
| Ethics in Business | 1 Day |
| Finding Your Purpose | 1 Day |
| Goals and Goal Setting | 1 Day |
| Improving Mindfulness | 1 Day |
| Improving Self-Awareness | 1 Day |
| Increasing Your Happiness | 1 Day |
| Knowledge Management | 1 Day |
| Managing Anger | 1 Day |
| Managing Personal Change | 1 Day |
| Memory Skills in Business | 1 Day |
| Organizational Skills (with eLearning) | 1 Day |
| Organizing Your Work Space | 1 Day |
| Personal Productivity | 1 Day |
| Plan Your Work/Work Your Plan | 1 Day |
| Practical Time Management | 1 Day |
| Preventing Job Burnout | 1 Day |
| Professionalism in the Office, Revised Edition | 1 Day |
| Self-Empowerment | 1 Day |

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| Social Intelligence | 1 Day |
| Social Learning | 1 Day |
| Stress Management | 1 Day |
| Study Skills Strategies | 1 Day |
| Successful Lifelong Learning | 1 Day |
| Successful Self-Management | 1 Day |
| Surviving Information Overload | 1 Day |
| Time Management | 1 Day |
| Twelve Steps to Self-Improvement | 1 Day |
| Wake Up Your Creative Genius | 1 Day |
| Working Together | 1 Day |
| Work-Life Balance | 1 Day |

Public Workforce Systems | Participant Certification Courses

| WORKFORCE CERTIFICATIONS | Course Length |
|---------------------------------------------------------------------------------------------------------------|----------------------|
| Leadership Certification <i>International Business and Training Association</i> | 3 Days |
| Business Management Certification <i>International Business and Training Association</i> | 8 Days |
| Young Business Professional Certification <i>International Business and Training Association</i> | 18 Days |
| Business Communication Certification <i>International Business and Training Association</i> | 3 Days |
| Project Management Certification <i>International Business and Training Association</i> | 8 Days |
| Customer Service Certification <i>International Business and Training Association</i> | 3 Days |
| Sales Certification <i>International Business and Training Association</i> | 3 Days |
| Tourism and Hospitality Certification <i>International Business and Training Association</i> | 8 Days |
| Computer Technology Specialist Certification <i>International Business and Training Association</i> | 8 Days |
| Internet and Computing Core Certification (IC3) | 5 Days |
| Administrative Assistant Certification | 14 Days |
| Office Administration Certification | 14 Days |
| Basic and Advanced Customer Service and Sales Certifications <i>National Retail Federation</i> | 15 Days |
| Retail Management Certification <i>National Retail Federation</i> | 9 Days |
| Loss Prevention Qualified Certification <i>Loss Prevention Foundation</i> | 20 Days |