

2016

Course Catalog

Customized Training that's On-Target and Under-Budget

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

For more than 25 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 25-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 customization, instructors, travel, books, materials, technology and certifications unless stated otherwise. Ask us about other discounts!
- E-Learning and digital courseware are available to trainees within many of our training courses
- There are **no extra charges** for development of new or customized courses and new training modules can be launched within 30 days of the request in many cases
- 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)
- All courses are customized to the particular trainee or participant group to maximize learning outcomes
- 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

Microsoft				
ACCESS	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Access 2016 – Part 1	1 Day	\$195	\$175	\$149
Access 2016 – Part 2	1 Day	\$195	\$175	\$149
Access 2016 – Part 3	1 Day	\$195	\$175	\$149
Access 2013 – Part 1	1 Day	\$195	\$175	\$149
Access 2013 – Part 2	1 Day	\$195	\$175	\$149
Access 2013 – Part 3	1 Day	\$195	\$175	\$149
Access 2010 – Part 1	1 Day	\$195	\$175	\$149
Access 2010 – Part 2	1 Day	\$195	\$175	\$149
Access 2010 – Part 3	1 Day	\$195	\$175	\$149
Microsoft Office Specialist (MOS) Certification in Access	8 Days	\$1,800	\$1,600	\$1,400
EXCEL	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Excel 2016 – Part 1	1 Day	\$195	\$175	\$149
Excel 2016 - Part 2	1 Day	\$195	\$175	\$149
Excel 2016 - Part 3	1 Day	\$195	\$175	\$149
Excel 2013 - Part 1	1 Day	\$195	\$175	\$149
Excel 2013 - Part 2	1 Day	\$195	\$175	\$149
Excel 2013 - Part 3	1 Day	\$195	\$175	\$149
Excel 2010 - Part 1	1 Day	\$195	\$175	\$149
Excel 2010 - Part 2	1 Day	\$195	\$175	\$149
Excel 2010 - Part 3	1 Day	\$195	\$175	\$149
Microsoft Office Specialist (MOS) Certification in Excel	4 Days	\$900	\$800	\$700
INFOPATH	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
InfoPath 2016 - Part 1	1 Day	\$195	\$175	\$149
InfoPath 2016 - Part 2	1 Day	\$195	\$175	\$149
InfoPath 2016 - Part 3	1 Day	\$195	\$175	\$149
InfoPath 2013 - Part 1	1 Day	\$195	\$175	\$149
InfoPath 2013 - Part 2	1 Day	\$195	\$175	\$149
InfoPath 2013 - Part 3	1 Day	\$195	\$175	\$149
InfoPath 2010 - Part 1	1 Day	\$195	\$175	\$149
InfoPath 2010 - Part 2	1 Day	\$195	\$175	\$149
InfoPath 2010 - Part 3	1 Day	\$195	\$175	\$149
ONENOTE	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
OneNote 2016 - Part 1	1 Day	\$195	\$175	\$149

OneNote 2016 - Part 2	1 Day	\$195	\$175	\$149
OneNote 2016 - Part 3	1 Day	\$195	\$175	\$149
OneNote 2013 - Part 1	1 Day	\$195	\$175	\$149
OneNote 2013 - Part 2	1 Day	\$195	\$175	\$149
OneNote 2013 - Part 3	1 Day	\$195	\$175	\$149
OneNote 2010 - Part 1	1 Day	\$195	\$175	\$149
OneNote 2010 - Part 2	1 Day	\$195	\$175	\$149
OneNote 2010 - Part 3	1 Day	\$195	\$175	\$149
OUTLOOK	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Outlook 2016 – Part 2	1 Day	\$195	\$175	\$149
Outlook 2016 – Part 1	1 Day	\$195	\$175	\$149
Outlook 2013 – Part 2	1 Day	\$195	\$175	\$149
Outlook 2013 – Part 1	1 Day	\$195	\$175	\$149
Microsoft Office Specialist (MOS) Certification in Outlook	4 Days	\$900	\$800	\$700
POWERPOINT	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
PowerPoint 2016 – Part 2	1 Day	\$195	\$175	\$149
PowerPoint 2013 – Part 1	1 Day	\$195	\$175	\$149
PowerPoint 2013 – Part 2	1 Day	\$195	\$175	\$149
PowerPoint 2013 – Part 1	1 Day	\$195	\$175	\$149
PowerPoint 2010 – Part 2	1 Day	\$195	\$175	\$149
PowerPoint 2010 – Part 1	1 Day	\$195	\$175	\$149
Microsoft Office Specialist (MOS) Certification in PowerPoint	4 Days	\$900	\$800	\$700
PROJECT	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Project 2013 – Part 1	1 Day	\$195	\$175	\$149
Project 2013 – Part 2	1 Day	\$195	\$175	\$149
PUBLISHER	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Publisher 2013 – Part 3	1 Day	\$195	\$175	\$149
Publisher 2013 – Part 2	1 Day	\$195	\$175	\$149
Publisher 2013 – Part 1	1 Day	\$195	\$175	\$149
Publisher 2010 – Part 3	1 Day	\$195	\$175	\$149
Publisher 2010 – Part 2	1 Day	\$195	\$175	\$149
Publisher 2010 – Part 1	1 Day	\$195	\$175	\$149
SHAREPOINT	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
SharePoint 2013 - Designer	1 Day	\$195	\$175	\$149
SharePoint 2013 - Foundation: Site Administrator	1 Day	\$195	\$175	\$149

SharePoint 2013 - Foundation: Site Owner	1 Day	\$195	\$175	\$149
SharePoint 2013 - Foundation: Site User	1 Day	\$195	\$175	\$149
VISIO	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Visio 2013 – Part 1	1 Day	\$195	\$175	\$149
Visio 2013 – Part 2	1 Day	\$195	\$175	\$149
Visio 2010 – Part 1	1 Day	\$195	\$175	\$149
Visio 2010 – Part 2	1 Day	\$195	\$175	\$149
WINDOWS	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Windows 10: Transition from Windows 7	1 Day	\$195	\$175	\$149
Using Windows 10	1 Day	\$195	\$175	\$149
Introduction to Personal Computers Using Windows 10	1 Day	\$195	\$175	\$149
WORD	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Word 2016 – Part 3	1 Day	\$195	\$175	\$149
Word 2016 – Part 2	1 Day	\$195	\$175	\$149
Word 2013 – Part 1	1 Day	\$195	\$175	\$149
Word 2013 – Part 3	1 Day	\$195	\$175	\$149
Word 2013 – Part 2	1 Day	\$195	\$175	\$149
Word 2013 – Part 1	1 Day	\$195	\$175	\$149
Word 2010 – Part 3	1 Day	\$195	\$175	\$149
Word 2010 – Part 2	1 Day	\$195	\$175	\$149
Word 2010 – Part 1	1 Day	\$195	\$175	\$149
Word 365 – Essentials	1 Day	\$195	\$175	\$149
Microsoft Office Specialist (MOS) Certification in Word	4 Days	\$900	\$800	\$700

Adobe				
ACROBAT	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Acrobat Pro DC	1 Day	\$249	\$225	\$199
Acrobat XI Pro – Part 1	1 Day	\$249	\$225	\$199
Acrobat XI Pro – Part 2	1 Day	\$249	\$225	\$199
DREAMWEAVER	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Dreamweaver CS6 – Part 1	1 Day	\$249	\$225	\$199
Dreamweaver CS6 – Part 2	1 Day	\$249	\$225	\$199
FLASH	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Flash CS6 – Part 1	1 Day	\$249	\$225	\$199
Flash CS6 – Part 2	1 Day	\$249	\$225	\$199
ILLUSTRATOR	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Illustrator CS6 – Part 1	1 Day	\$249	\$225	\$199
Illustrator CS6 – Part 2	1 Day	\$249	\$225	\$199
INDESIGN	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
InDesign CS6 – Part 1	1 Day	\$249	\$225	\$199
InDesign CS6 – Part 2	1 Day	\$249	\$225	\$199
PHOTOSHOP	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Photoshop CS6 – Part 1	1 Day	\$249	\$225	\$199
Photoshop CS6 – Part 2	1 Day	\$249	\$225	\$199
Adobe Certified Associate	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Adobe Certified Associate	4 Day	\$1,000	\$900	N/A

Technology | CompTIA Certifications

CompTIA Certifications				
A+	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
A+ (Exam 220-801 and 220-802)	5-8 Days	\$2,400	\$2,200	N/A
IT FUNDAMENTALS	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
IT Fundamentals (Exam FC0-U51)	5-6 Days	\$1,800	\$1,650	N/A
IT Mobility+	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Mobility+ App Development	5-8 Days	\$2,400	\$2,200	N/A
NETWORK+	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Network+ (Exam N10-005 and N10-006)	5-8 Days	\$2,400	\$2,200	N/A
SECURITY+	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Security+ (Exam SY0-401 and SY0-301)	6 Days	\$1,800	\$1,650	N/A

Technology | CRM Solutions, Google Apps, and Tablet Computing

CRM SOLUTIONS	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Salesforce.com for Sales Representatives	1 Day	\$195	\$175	\$149
Insightly for End Users	1 Day	\$195	\$175	\$149
Zoho CRM: Critical User Skills	1 Day	\$195	\$175	\$149
Zoho CRM: Advanced User Skills	1 Day	\$195	\$175	\$149
GOOGLE APPS	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Using Google Drive and Productivity Apps	1 Day	\$195	\$175	\$149
TABLET COMPUTING	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
iPad for Business Use	1 Day	\$195	\$175	\$149
Microsoft Windows 8 Tablet for Business Use	1 Day	\$195	\$175	\$149
Using Microsoft Office 2013 Professional on Mobile Devices	1 Day	\$195	\$175	\$149
Microsoft Office 2013 RT on Windows 8 RT Mobile Devices	1 Day	\$195	\$175	\$149
Microsoft Windows 8.1 Tablet for Business Use	1 Day	\$195	\$175	\$149
Apple iPad for Business Use (iOS7)	1 Day	\$195	\$175	\$149
Mobile Application Development for Youth Certification Course	8 Days	\$2,400	\$2,200	N/A

Internet Security				
CyberSAFE	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
CyberSAFE (Securing Assets for the End User)	½ Day	\$95	\$85	\$75
CyberSec Certification	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
CyberSec First Responder (CFR) Certification: Threat Detection and Response	5 Days	\$975	\$875	\$745

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	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
50 Minutes to Better Software Demos	1 Day	\$195	\$149	\$135
50 One-Minute Tips to Better Communication	1 Day	\$195	\$149	\$135
Better Business Writing	1 Day	\$195	\$149	\$135
Body Language Basics	1 Day	\$195	\$149	\$135
Business Acumen	1 Day	\$195	\$149	\$135
Business Communication	1 Day	\$195	\$149	\$135
Business Etiquette	1 Day	\$195	\$149	\$135
Business Writing	1 Day	\$195	\$149	\$135
Collaborative Business Writing	1 Day	\$195	\$149	\$135
Communicating with Employees	1 Day	\$195	\$149	\$135
Communication Skills for Leaders - Delivering a clear and consistent message	1 Day	\$195	\$149	\$135
Communication Strategies	1 Day	\$195	\$149	\$135
E-Mail Management	1 Day	\$195	\$149	\$135
Face-to-Face Communication	1 Day	\$195	\$149	\$135
Facilitation Skills for Team Leaders	1 Day	\$195	\$149	\$135
Facilitation Skills	1 Day	\$195	\$149	\$135
Fat-Free Writing	1 Day	\$195	\$149	\$135
Getting Your Message Across	1 Day	\$195	\$149	\$135
Influencing Others	1 Day	\$195	\$149	\$135
Interpersonal Skills	1 Day	\$195	\$149	\$135
Presentation Skills	1 Day	\$195	\$149	\$135
Proposal Writing	1 Day	\$195	\$149	\$135
Public Speaking	1 Day	\$195	\$149	\$135
Technical Writing in the Corporate World	1 Day	\$195	\$149	\$135
The Building Blocks of Business Writing	1 Day	\$195	\$149	\$135
The Business of Listening	1 Day	\$195	\$149	\$135
Vocabulary Improvement	1 Day	\$195	\$149	\$135
Writing Business Proposals and Reports	1 Day	\$195	\$149	\$135
Writing Effective E-Mails	1 Day	\$195	\$149	\$135
Writing Fitness	1 Day	\$195	\$149	\$135

CUSTOMER SERVICE	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Beyond Customer Service	1 Day	\$195	\$149	\$135
Call Center Success	1 Day	\$195	\$149	\$135
Calming Upset Customers	1 Day	\$195	\$149	\$135
Customer Satisfaction	1 Day	\$195	\$149	\$135
Customer Service	1 Day	\$195	\$149	\$135
Customer Service in the Information Age	1 Day	\$195	\$149	\$135
Customer Service Nightmares	1 Day	\$195	\$149	\$135
Handling a Difficult Customer	1 Day	\$195	\$149	\$135
Handling Difficult People and Situations	1 Day	\$195	\$149	\$135
Quality Customer Service	1 Day	\$195	\$149	\$135
SuperSTAR Customer Service: It's all about C.A.R.E.	1 Day	\$195	\$149	\$135
Telephone Etiquette	1 Day	\$195	\$149	\$135
Telephone Skills that Satisfy Customers	1 Day	\$195	\$149	\$135

Soft Skills | Finance

FINANCE	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Accounting Essentials	1 Day	\$195	\$149	\$135
Basic Bookkeeping	1 Day	\$195	\$149	\$135
Basics of Budgeting	1 Day	\$195	\$149	\$135
Budgets And Financial Reports	1 Day	\$195	\$149	\$135
Financial Analysis	1 Day	\$195	\$149	\$135
Personal Financial Fitness	1 Day	\$195	\$149	\$135
The Accounting Cycle	1 Day	\$195	\$149	\$135
Understanding Financial Statements	1 Day	\$195	\$149	\$135
QuickBooks Certified User Certification Course	4 Days	\$1,000	\$900	N/A

Soft Skills | General Business

GENERAL BUSINESS	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Basic Business Math, Revised Edition	1 Day	\$195	\$149	\$135
Basics of Inventory Management	1 Day	\$195	\$149	\$135
Basics of Manufacturing	1 Day	\$195	\$149	\$135
Benchmarking Basics	1 Day	\$195	\$149	\$135
Business Etiquette & Professionalism, Third Edition	1 Day	\$195	\$149	\$135
Change Management	1 Day	\$195	\$149	\$135
Disaster Preparedness	1 Day	\$195	\$149	\$135
Entrepreneurship	1 Day	\$195	\$149	\$135
Event Planning for Everyone	1 Day	\$195	\$149	\$135
Graphics for Presenters	1 Day	\$195	\$149	\$135
ISO 9000	1 Day	\$195	\$149	\$135
Keyboarding A-Z	1 Day	\$195	\$149	\$135
Project Management	1 Day	\$195	\$149	\$135
Risk Assessment and Management	1 Day	\$195	\$149	\$135
Supply Chain Management	1 Day	\$195	\$149	\$135
Telework And Telecommuting	1 Day	\$195	\$149	\$135
The Administrative Assistant	1 Day	\$195	\$149	\$135
The Internal Consultant	1 Day	\$195	\$149	\$135
Tourism & Hospitality	1 Day	\$195	\$149	\$135
Basic Business Math	1 Day	\$195	\$149	\$135

Soft Skills | Human Resources

HUMAN RESOURCES	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
50 One-Minute Tips for Retaining Employees	1 Day	\$195	\$149	\$135
50 One-Minute Tips for Trainers	1 Day	\$195	\$149	\$135
A Manager's Guide to OSHA	1 Day	\$195	\$149	\$135
About Pay	1 Day	\$195	\$149	\$135
Coaching and Counseling	1 Day	\$195	\$149	\$135
Coaching And Mentoring	1 Day	\$195	\$149	\$135
Coaching for Development	1 Day	\$195	\$149	\$135
Coaching Skills for Leaders	1 Day	\$195	\$149	\$135
Conducting Annual Employee Reviews	1 Day	\$195	\$149	\$135
Conflict Resolution	1 Day	\$195	\$149	\$135
Connecting Generations	1 Day	\$195	\$149	\$135
Coping with Workplace Grief	1 Day	\$195	\$149	\$135
Delivering Constructive Criticism	1 Day	\$195	\$149	\$135
Delivering Effective Training Sessions	1 Day	\$195	\$149	\$135
Dynamics of Diversity	1 Day	\$195	\$149	\$135
Effective Recruiting Strategies	1 Day	\$195	\$149	\$135
Emotional Intelligence Works	1 Day	\$195	\$149	\$135
Employee Motivation	1 Day	\$195	\$149	\$135
Employee Onboarding	1 Day	\$195	\$149	\$135
Employee Recognition	1 Day	\$195	\$149	\$135
Employee Recruitment	1 Day	\$195	\$149	\$135
Employee Suggestion Systems	1 Day	\$195	\$149	\$135
Employee Termination Processes	1 Day	\$195	\$149	\$135
Generation Gaps	1 Day	\$195	\$149	\$135
Handling the Difficult Employee	1 Day	\$195	\$149	\$135
Health and Wellness at Work	1 Day	\$195	\$149	\$135
High Performance Hiring	1 Day	\$195	\$149	\$135
Hiring Strategies	1 Day	\$195	\$149	\$135
Human Resource Management	1 Day	\$195	\$149	\$135
Learning Essentials	1 Day	\$195	\$149	\$135
Life Coaching Essentials	1 Day	\$195	\$149	\$135
Making Humor Work	1 Day	\$195	\$149	\$135
Making the Most of Being Mentored	1 Day	\$195	\$149	\$135
Manager Management	1 Day	\$195	\$149	\$135
Managing Workplace Anxiety	1 Day	\$195	\$149	\$135

Measuring Customer Satisfaction	1 Day	\$195	\$149	\$135
Measuring Results From Training	1 Day	\$195	\$149	\$135
Mentoring	1 Day	\$195	\$149	\$135
Millennial Onboarding	1 Day	\$195	\$149	\$135
Office Politics	1 Day	\$195	\$149	\$135
Office Politics For Managers	1 Day	\$195	\$149	\$135
On-the-Job Training	1 Day	\$195	\$149	\$135
Organizational Vision, Values, and Mission	1 Day	\$195	\$149	\$135
Performance Management	1 Day	\$195	\$149	\$135
Personal Counseling	1 Day	\$195	\$149	\$135
Preventing Workplace Violence	1 Day	\$195	\$149	\$135
Putting Diversity to Work	1 Day	\$195	\$149	\$135
Retaining Your Employees	1 Day	\$195	\$149	\$135
Risk Management - Safeguarding Company Assets	1 Day	\$195	\$149	\$135
Safety In The Workplace	1 Day	\$195	\$149	\$135
Sexual Harassment in the Workplace	1 Day	\$195	\$149	\$135
Social Media In The Workplace	1 Day	\$195	\$149	\$135
Talent Management	1 Day	\$195	\$149	\$135
Train-The-Trainer	1 Day	\$195	\$149	\$135
Wellness in the Workplace	1 Day	\$195	\$149	\$135
Winning at Human Relations	1 Day	\$195	\$149	\$135
Workplace Diversity	1 Day	\$195	\$149	\$135
Workplace Harassment	1 Day	\$195	\$149	\$135

Soft Skills | Job-Readiness

JOB-READINESS	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Behavior-Based Interviewing	1 Day	\$195	\$149	\$135
Designing Creative Resumes, Revised Edition	1 Day	\$195	\$149	\$135
Job Search Essentials (Bundle)	1 Day	\$195	\$149	\$135
Job Search That Works	1 Day	\$195	\$149	\$135
Preparing for the Behavior-Based Interview	1 Day	\$195	\$149	\$135
Preparing for Your Interview	1 Day	\$195	\$149	\$135
Quality Interviewing, Third Edition	1 Day	\$195	\$149	\$135
Strategic Resumes Writing for Results	1 Day	\$195	\$149	\$135

Soft Skills | Leadership and Management

LEADERSHIP AND MANAGEMENT	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Achieving Supervisory Excellence	1 Day	\$195	\$149	\$135
Appreciative Inquiry	1 Day	\$195	\$149	\$135
Becoming a Successful Supervisor	1 Day	\$195	\$149	\$135
Being A Likeable Boss	1 Day	\$195	\$149	\$135
Business Improvement Series	1 Day	\$195	\$149	\$135
Business Management	1 Day	\$195	\$149	\$135
Business Succession Planning	1 Day	\$195	\$149	\$135
Creating a High Performance Team	1 Day	\$195	\$149	\$135
Delegation Skills for Leaders	1 Day	\$195	\$149	\$135
Developing a Lunch and Learn	1 Day	\$195	\$149	\$135
Developing New Managers	1 Day	\$195	\$149	\$135
Excellence in Management	1 Day	\$195	\$149	\$135
Feedback Skills for Leaders	1 Day	\$195	\$149	\$135
High Performance Teams	1 Day	\$195	\$149	\$135
Leadership	1 Day	\$195	\$149	\$135
Leadership Skills for Women	1 Day	\$195	\$149	\$135
Leading Honorably	1 Day	\$195	\$149	\$135
Lean Process And Six Sigma	1 Day	\$195	\$149	\$135
Learning to Lead	1 Day	\$195	\$149	\$135
Managing Differences	1 Day	\$195	\$149	\$135
Managing Negative People	1 Day	\$195	\$149	\$135
Managing Upward	1 Day	\$195	\$149	\$135
Meeting Management	1 Day	\$195	\$149	\$135
Meeting Skills for Leaders	1 Day	\$195	\$149	\$135
Middle Manager	1 Day	\$195	\$149	\$135
Motivating at Work	1 Day	\$195	\$149	\$135
Motivating the Millennial Knowledge Worker	1 Day	\$195	\$149	\$135
Office Management	1 Day	\$195	\$149	\$135
Open-Book Management	1 Day	\$195	\$149	\$135
Partners in Performance	1 Day	\$195	\$149	\$135
Performance Management	1 Day	\$195	\$149	\$135
Process Improvement	1 Day	\$195	\$149	\$135
Project Management	1 Day	\$195	\$149	\$135
Quality at Work	1 Day	\$195	\$149	\$135
Risk Taking	1 Day	\$195	\$149	\$135
Starting Your New Business	1 Day	\$195	\$149	\$135
Stepping Up to Supervisor	1 Day	\$195	\$149	\$135

Stress That Motivates	1 Day	\$195	\$149	\$135
Successful Strategic Planning	1 Day	\$195	\$149	\$135
Supervising for Success	1 Day	\$195	\$149	\$135
Supervising Others	1 Day	\$195	\$149	\$135
Supervising Part-Time Employees	1 Day	\$195	\$149	\$135
Team Building For Managers	1 Day	\$195	\$149	\$135
Team Building	1 Day	\$195	\$149	\$135
Teamwork And Team Building	1 Day	\$195	\$149	\$135
The New Supervisor	1 Day	\$195	\$149	\$135
Understanding Leadership Competencies	1 Day	\$195	\$149	\$135
Understanding Organizational Change	1 Day	\$195	\$149	\$135
Virtual Team Building And Management	1 Day	\$195	\$149	\$135
Women in Leadership	1 Day	\$195	\$149	\$135
Your First Thirty Days	1 Day	\$195	\$149	\$135

Soft Skills | Manufacturing

MANUFACTURING	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Advanced Manufacturing Boot Camp	3 Day	\$585	\$450	\$405
Applied Math	1 Day	\$195	\$175	\$150
Working in Teams	1 Day	\$195	\$175	\$150
Lean Overview	1 Day	\$195	\$175	\$150
Blueprint Reading	1 Day	\$225	\$200	\$175
Precision Measurement	1 Day	\$225	\$200	\$175
AutoCad – Autodesk Certified User Certification Course	10 Days	\$2,500	\$2,250	N/A

Soft Skills | Project Management and Risk Management

PROJECT MANAGEMENT	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Project Management Professional (PMP) Certification Course	6 Days	\$1,500	\$1,350	N/A
Certified Associate in Project Management Certification Course	6 Days	\$1,590	\$1,440	N/A
Risk Management Professional (PMI – RMP) Certification Course	5 Day	\$1,250	\$1,125	N/A
Scheduling Professional (PMI – SP) Certification Course	4 Day	\$1,000	\$900	N/A

Soft Skills | Sales and Marketing

SALES AND MARKETING	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Building and Closing the Sale	1 Day	\$195	\$149	\$135
Building Trust	1 Day	\$195	\$149	\$135
Creating a Great Webinar	1 Day	\$195	\$149	\$135
Direct Marketing Techniques	1 Day	\$195	\$149	\$135
Event Planning	1 Day	\$195	\$149	\$135
Internet Marketing Fundamentals	1 Day	\$195	\$149	\$135
Marketing Basics	1 Day	\$195	\$149	\$135
Media And Public Relations	1 Day	\$195	\$149	\$135
Motivating Your Sales Team	1 Day	\$195	\$149	\$135
Negotiation Basics	1 Day	\$195	\$149	\$135
Networking (Outside the Company)	1 Day	\$195	\$149	\$135
Networking Within the Company	1 Day	\$195	\$149	\$135
New Product Introduction	1 Day	\$195	\$149	\$135
Overcoming Sales Objections	1 Day	\$195	\$149	\$135
Personal Branding	1 Day	\$195	\$149	\$135
Professional Selling	1 Day	\$195	\$149	\$135
Prospecting and Lead Generation	1 Day	\$195	\$149	\$135
Sales Fundamentals	1 Day	\$195	\$149	\$135
Sales Training Basics	1 Day	\$195	\$149	\$135
Trade Show Staff Training	1 Day	\$195	\$149	\$135

Soft Skills | Self-Management and Personal Development

SELF-MANAGEMENT	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Accountability	1 Day	\$195	\$149	\$135
Achieving Job Satisfaction	1 Day	\$195	\$149	\$135
Achieving Results	1 Day	\$195	\$149	\$135
Anger Management	1 Day	\$195	\$149	\$135
Assertiveness And Self-Confidence	1 Day	\$195	\$149	\$135
Attention Management	1 Day	\$195	\$149	\$135
Attitude	1 Day	\$195	\$149	\$135
Balancing Home and Career	1 Day	\$195	\$149	\$135
Be Your Own Coach	1 Day	\$195	\$149	\$135
Clear and Creative Thinking	1 Day	\$195	\$149	\$135
Comfort Zones: Planning a Fulfilling Retirement	1 Day	\$195	\$149	\$135
Conflict Management	1 Day	\$195	\$149	\$135
Creating Your Skills Portfolio	1 Day	\$195	\$149	\$135
Creative Decision Making	1 Day	\$195	\$149	\$135
Creativity in Business	1 Day	\$195	\$149	\$135
Critical Thinking	1 Day	\$195	\$149	\$135
Developing as a Professional	1 Day	\$195	\$149	\$135
Developing Corporate Behavior	1 Day	\$195	\$149	\$135
Developing Creativity	1 Day	\$195	\$149	\$135
Developing Positive Assertiveness	1 Day	\$195	\$149	\$135
Developing Self-Esteem	1 Day	\$195	\$149	\$135
Emotional Intelligence	1 Day	\$195	\$149	\$135
Empowerment	1 Day	\$195	\$149	\$135
Ethics in Business	1 Day	\$195	\$149	\$135
Finding Your Purpose	1 Day	\$195	\$149	\$135
Goals and Goal Setting	1 Day	\$195	\$149	\$135
Improving Mindfulness	1 Day	\$195	\$149	\$135
Improving Self-Awareness	1 Day	\$195	\$149	\$135
Increasing Your Happiness	1 Day	\$195	\$149	\$135
Knowledge Management	1 Day	\$195	\$149	\$135
Managing Anger	1 Day	\$195	\$149	\$135
Managing Personal Change	1 Day	\$195	\$149	\$135
Memory Skills in Business	1 Day	\$195	\$149	\$135
Organizational Skills (with eLearning)	1 Day	\$195	\$149	\$135
Organizing Your Work Space	1 Day	\$195	\$149	\$135
Personal Productivity	1 Day	\$195	\$149	\$135
Plan Your Work/Work Your Plan	1 Day	\$195	\$149	\$135

Practical Time Management	1 Day	\$195	\$149	\$135
Preventing Job Burnout	1 Day	\$195	\$149	\$135
Professionalism in the Office, Revised Edition	1 Day	\$195	\$149	\$135
Self-Empowerment	1 Day	\$195	\$149	\$135
Social Intelligence	1 Day	\$195	\$149	\$135
Social Learning	1 Day	\$195	\$149	\$135
Stress Management	1 Day	\$195	\$149	\$135
Study Skills Strategies	1 Day	\$195	\$149	\$135
Successful Lifelong Learning	1 Day	\$195	\$149	\$135
Successful Self-Management	1 Day	\$195	\$149	\$135
Surviving Information Overload	1 Day	\$195	\$149	\$135
Time Management	1 Day	\$195	\$149	\$135
Twelve Steps to Self-Improvement	1 Day	\$195	\$149	\$135
Wake Up Your Creative Genius	1 Day	\$195	\$149	\$135
Working Together	1 Day	\$195	\$149	\$135
Work-Life Balance	1 Day	\$195	\$149	\$135

Public Workforce Systems | Participant Certification Courses

WORKFORCE CERTIFICATIONS	Course Length	Cost Per (3-5 Participants)	Cost Per (6-10 Participants)	Cost Per (11-15 Participants)
Leadership Certification <i>International Business and Training Association</i>	3 Days	\$675	\$600	\$525
Business Management Certification <i>International Business and Training Association</i>	8 Days	\$1,800	\$1,600	N/A
Young Business Professional Certification <i>International Business and Training Association</i>	18 Days	\$3,150	\$2,700	N/A
Business Communication Certification <i>International Business and Training Association</i>	3 Days	\$675	\$600	\$525
Project Management Certification <i>International Business and Training Association</i>	8 Days	\$1,800	\$1,600	N/A
Customer Service Certification <i>International Business and Training Association</i>	3 Days	\$675	\$600	\$525
Sales Certification <i>International Business and Training Association</i>	3 Days	\$675	\$600	\$525
Tourism and Hospitality Certification <i>International Business and Training Association</i>	8 Days	\$1,800	\$1,600	N/A
Computer Technology Specialist Certification <i>International Business and Training Association</i>	8 Days	\$2,400	\$2,200	N/A
Internet and Computing Core Certification (IC3)	5 Days	\$1,125	\$1,000	\$875
Administrative Assistant Certification	14 Days	Call today for a free quote!		
Office Administration Certification	14 Days	Call today for a free quote!		
Basic and Advanced Customer Service and Sales Certifications <i>National Retail Federation</i>	15 Days	6-9 Students \$1,500	10-14 Students \$1,300	15-20 Students \$1,100
Retail Management Certification <i>National Retail Federation</i>	9 Days	6-9 Students \$1,850	10-14 Students \$1,650	15-20 Students \$1,350
Loss Prevention Qualified Certification <i>Loss Prevention Foundation</i>	20 Days	6-9 Students \$2,450	10-14 Students \$2,300	15-20 Students \$2,050