



Given these uncertain times, we have decided to bring to you many of the great, non-credit, business and industry, classes that you have become accustomed to from Monroe County Community College, virtually. All of these training sessions will be delivered via Zoom and we will provide Certificates of Completion and continuing education units if needed.

*The popular Microsoft Excel classes are shaded in green.

Workshop Title	Information Cost – Date(s) - Times	Registration Deadline
Microsoft Basic Excel with Kelley Colston	Fee: \$99 Date(s): April 6, 8, 13, 15 Time: 9 am to 10:45 am (ET)	4/2/2021
Power Hour: Project Management Basics with Sheila Blair	Fee: FREE Date(s): 4/7 Time: Noon – 1 PM (ET)	4/5/2021
Avoid Zoom Fatigue and Burnout While Working Remotely with Audrey Halpern	Fee: \$33 Date(s): 4/8 Time: 1 PM – 2:30 PM (ET)	4/1/2021
The Power of Note-Taking with Shelley Larson	Fee: \$89 Date(s): 4/12 and 4/14 Time: 10 AM – Noon (ET)	4/5/2021
Asserting Yourself in Conflict Situations with Shelley Larson	Fee: \$129 Date(s): 4/12 and 4/14 Time: 1 PM – 4 PM (ET)	4/5/2021
Effective Team Work: From Conflict to Collaboration with Shelley Larson	Fee: \$259 Date(s): 4/15 and 4/16 Time: 9 AM – Noon & 1 PM – 4 PM (ET)	4/8/2021
Microsoft Intermediate Excel with Kelley Colston	Fee: \$99 Date(s): April 20, 22, 27, 29 Time: 9 am to 10:45 am (ET)	4/16/2021
Effective Strategies to Sharpen Your Focus and Concentration While Working Remotely: with Audrey Halpern	Fee: \$33 Date(s): 4/22 Time: 1 PM – 2:30 PM (ET)	4/15/2021

PMP Certification Exam Prep with Sheila Blair, MS, PMP	Fee: \$799 Date(s): 4/29, 5/4, 5/6, 5/11, 5/13, 5/18, 5/20, 5/25, 5/27 Time: 1 PM – 5 PM (ET)	4/15/2021
Microsoft Advanced Excel with Kelley Colston	Fee: \$99 Date(s): May 4, 6, 11 & 113 Time: 9 am to 10:45 am (ET)	4/30/2021
Power Hour: The Three Key Leadership Ideas with Eric Budd	Fee: FREE Date(s): 5/5 Time: Noon – 1 PM (ET)	5/3/2021
Building Harmony After Turmoil with Shelley Larson	Fee: \$129 Date(s): 5/10 and 5/12 Time: 9 AM – Noon (ET)	5/3/2021
Facilitating Group Activities Online with Shelley Larson	Fee: \$129 Date(s): 5/10 and 5/12 Time: 1 PM – 4 PM (ET)	5/3/2021
How to Use TEAMS, More than Just Meetings with Kelley Colston	Fee: \$29 Date(s): May 18 & 20 Time: 9 am to 10 am (ET)	5/11/2021
Improving Online Engagement with Shelley Larson	Fee: \$129 Date(s): 5/24 and 5/26 Time: 1 PM – 4 PM (ET)	5/17/2021
Power Hour: Best Practices in Talent Management Solutions: Recruitment, Engagement, Coaching and More with Sheila Blair	Fee: FREE Date(s): 6/2 Time: Noon – 1 PM (ET)	5/31/2021
Dynamics of Power with Shelley Larson	Fee: \$129 Date(s): 6/7 and 6/9 Time: 1 PM – 4 PM (ET)	5/31/2021
Workplace Communication Skills with Shelley Larson	Fee: \$259 Date(s): 6/23 and 6/30 Time: 9 AM – Noon & 1 PM – 4 PM (ET)	6/16/2021

* All times listed are Eastern Standard Time.

To register please contact Renee at (734) 384-4229 or at rdrouillard@monroecc.edu

To receive an outline of any of these virtual training sessions please email Barry Kinsey at bkkinsey@monroecc.edu