Course Schedule
October 2019 – December, 2019
Schedule is subject to change

October

MS EXCEL: An Introduction, L1
Course Code: WTT141
Thursday, October 10, 2019

Need an in-depth review of the basics of Excel? This is the course for you! Learn the best ways for creating, editing, formatting, and printing Excel worksheets. Then, enjoy a brief introduction to the “magic” of formulas, functions, and chart wizards. **Target Audience: All Staff**

MS WORD: Using Styles, Graphics, Symbols, Charts & Translation
Course Code: WTT131A
Tuesday, October 15, 2019, 9:00 AM – 12:30 PM

Want to create more exciting, professional looking documents using MS Word? Learn to use *graphics, charts, and symbols* to communicate information visually rather than simply using text. Take your Word documents to the next level using *styles and themes*: predefined combinations of font style, color, text size, and effects. Broaden your communications by using the *translate* feature to translate words, phrases, paragraphs, or an entire document from one language to another. After completing this workshop, create eye-catching fliers, organizational charts, marketing and promotional materials, and other professional documents with your newly enhanced skills! **Target Audience: All Staff**

MS WORD: Using Mail Merge, Tables, and Electronic Forms
Course Code: WTT131P
Tuesday, October 15, 2019, 1:30 – 4:30 PM

This workshop will provide skills for organizing and presenting information in a variety of formats using MS Word. Learn to use the *mail merge* feature to produce letters, mailing labels, envelopes, name tags, and other documents from information stored in a list, database, or spreadsheet. Learn how to summarize and present numerical data or text information in rows and columns using *tables*. Finally, are you looking for a way to collect and organize information from others? Learn to create *forms* that others can fill out electronically, including check boxes, text boxes, date pickers, and drop-down lists. **Target Audience: All Staff**

MS POWERPOINT: Creating Powerful Presentations
Course Code: WTT151A
Tuesday, October 22, 2019, 9:00 AM – 12:30 PM

Learn how to create presentations that gain attention and enhance your credibility. Deliver informative and visually appealing presentations that engage your audience. Avoid common “PowerPoint pitfalls” and learn how to handle questions and comments with ease. **Target Audience: All Staff**
MS POWERPOINT: Dynamic, Impactful PowerPoint Delivery  
Course Code: WTT151P  
Tuesday, October 22, 2019, 1:30 – 4:30 PM

Learn the fundamentals of delivering a dynamic PowerPoint presentation. Deliver presentations that gain attention and enhance credibility. Learn to use visual aids as they are intended, deal effectively with fear and anxiety, and handle questions and comments with confidence.  Target Audience: All Staff

MS EXCEL: Formulas and Functions  
Course Code: WTT141A  
Wednesday, October 30, 2019, 9:00 AM – 12:30 PM

Need to calculate data in an Excel spreadsheet? Create formulas to let Excel do the calculations for you, and then use functions (prewritten formulas) to shorten and simplify your formulas. Learn to use formulas and functions to perform simple or complex calculations on a single worksheet or across multiple worksheets, to combine multiple columns of data into a single column, and to effectively utilize the five most common Excel functions. Target Audience: All Staff

MS EXCEL: Pivot Tables and LookUps  
Course Code: WTT141P  
Wednesday, October 30, 2019, 1:30 – 4:30 PM

Need to perform an in-depth analysis of the data in your Excel spreadsheet or quickly answer an unanticipated question about your data? Learn to create a PivotTable or PivotChart report. Pivot tables allow you to summarize values in an Excel spreadsheet without having to create formulas to perform the calculations. Rearrange your summarized data simply by rotating row and column headings to create easy to read reports. Want to search for information across spreadsheets and workbooks? Then the LookUp function is what you need. Learn how to use it effectively. Target Audience: All Staff

November

Behavioral Interviewing  
Course Code: C8050  
Friday, November 15, 2019

Looking to streamline the entire selection and hiring process, then this course is for you. It begins by addressing methods of identifying your staffing needs, including basics of job analysis and how to write job descriptions. It describes the applicant flow, review the buy or build methodology, and focuses on the behavior interviewing process. Learn what questions to ask, and more importantly, what questions not to ask. It will help to ensure that you do not discriminate in the hiring process and help keep you and the University out of court. Target Audience: Managers, Supervisors, and HR Professionals
Conducting Effective Performance Appraisal Interviews
Course Code: C1012
Wednesday, December 11, 2019

This practical workshop will boost the confidence and skills of participants in conducting both interim and yearly feedback evaluation interviews with staff. It will focus on the core purposes of performance evaluation and the communication skills needed to discuss employee performance. **Target Audience:** Directors, Managers, Supervisors, and HR Professionals