Microsoft Excel Basics
Monday, February 1- 2:00p-3:30p
Modules 4-5 Formulas & Functions

Motivating Your Employees To Be Their Best
Tuesday, February 2- 10:00a-11:00a
Unlike traditional extrinsic motivation techniques like rewards, Motivating Employees to Be Their Best is about helping employees to find intrinsic motivation by fostering positive feelings and eliminating obstacles. The program focuses on providing the skills and techniques you will need to help groups develop a sense of community, to acquire influence over their work-related actions, and to enjoy the openness of shared information and feelings.

Let's Get Organized in 15 Minutes: Email
Tuesday, February 2- 11:00a-11:30a
It is the beginning of a new year and it’s time to get organized! There are some items that we’ve all been procrastinating about or keep being pushed into the lower priority category. But, together we can conquer things like the 18 receipts we’ve become fond of that hang out in our purses or wallets. Or, the growing number of papers and emails that have taken over. All of these things have the tendency to stress a person out which effects other areas of our business and personal lives. This is a 20 minute micro series to help you get organized in all the necessary places. This micro-webinar series will provide a task-driven guideline where we will complete each session goal as a team. You will need to bring at least 5 of these items (your choice) to each session: large paperclips, envelopes, clear zip bags and post-it notes.

Pre-Supervisor Series- Intro to Supervision
Wednesday, February 3- 10:00a-11:30a
Potential supervisors will assess their skills as they relate to supervision; understand what supervision is; explore roles and responsibilities of supervision; discover the foundations of supervision and recognize the complexity of transitioning to becoming a supervisor.

Maintaining Pressure and Maintaining Balance
Wednesday, February 3- 2:00p-3:00p
When things are extremely busy at work and you have your hands full with many tasks and dealing with difficult people, having skills you can draw on are essential for peace of mind and growth. This half-day course will help participants understand the causes and costs of workplace pressure, the benefits of creating balance, and how to identify pressure points. They will also learn how to increase optimism and resilience, and develop strategies for getting ahead.

Goal Setting for Success Facebook Live
Thursday, February 4- 12:00p-12:30p
Attainable goals keep you and your coworkers moving forward in the right direction. This goal-setting course helps you identify what makes a goal attainable by discovering your strengths, weaknesses, opportunities and threats when setting goals. Many times goals are identified correctly but poorly accomplished because there is a lack of planning and strategy regarding how the goal will be achieved. This program will dig deep into the goal-setting process to practice writing measurable goals and strategize the best approach to make that goal a reality.

Implicit Bias Series 1/7 – Foundation
Thursday, February 4- 2:00p-3:00p
An In-depth look at implicit bias, starting with the foundations on what exactly is implicit bias
Pivot Tables in MS Excel  
Monday, February 8- 2:00p-3:30p

Pivot tables extract meaning from large sets of data in Microsoft Office Excel. It allows you to group and summarize large amounts of data into a concise columns or tables. This makes reporting and analysis easier without creating complicated formulas to perform calculations.

Let’s Get Organized in 15 Minutes: Purses & Wallets  
Tuesday, February 9- 11:00p-11:30a

It is the beginning of a new year and it’s time to get organized! There are some items that we’ve all been procrastinating about or keep being pushed into the lower priority category. But, together we can conquer things like the 18 receipts we’ve become fond of that hang out in our purses or wallets. Or, the growing number of papers and emails that have taken over. All of these things have the tendency to stress a person out which effects other areas of our business and personal lives. This is a 20 minute micro series to help you get organized in all the necessary places. This micro-webinar series will provide a task-driven guideline where we will complete each session goal as a team. You will need to bring at least 5 of these items (your choice) to each session: large paperclips, envelopes, clear zip bags and post-it notes.

Language at Work: Humor or Harassment  
Tuesday, February 9- 2:00p-3:00p

“It was just a joke!” is sometimes the response when confronted about inappropriate language at work. This course discusses issues related to off-color jokes/commentaries at work versus free speech and how to be an active bystander should you find yourself in a situation where you hear or observe offensive language.

Pre-Supervisor Series-The 4 C’s of Supervision  
Wednesday, February 10- 10:00a-11:30a

Participants will explore the four C’s of supervisors and learn how successful supervisors apply them on a daily basis.

Proactive Planning For the New Year  
Wednesday, February 10- 10:00a-11:30a

Many people plan; the difference is their approach. Planning should be, proactive, strategic, and S.M.A.R.T. goal-focused. By proactively planning, you are able to create a desired future, schedule important events and prepare for success personally and professionally in the New Year. In order to be most effective, we should strive to be more proactive in our daily lives.

All In- Parenting Essentials  
Wednesday, February 10- 2:00p-3:00p

This course is designed to help parents simply be the best parents in the world for their positive, strong environment and relationship with your child. Join this course and learn necessary skills and techniques that will teach you how to create a thriving atmosphere in your home, have open communication and have an ALL IN mindset. We want your child or young adult whether silently or screaming on the outside to declare they have best parents in the world.

Micro-Aggressions- What They are and How to Address Them  
Thursday, February 11- 10:00a-11:00a

This training is designed to break down what micro-aggressions are so you can better identify a micro-aggression happening to you or if you are committing a micro-aggression towards another person. We will go over the different types of micro-aggressions, examples of what these can look like, and how to address them.

Ideas into Action  
Thursday, February 11- 12:00p-12:30p

Innovation is usually less about a revolutionary idea and more about evolution and execution. Simply put, the goal of innovation is to introduce something new or to make something better. But that doesn’t mean it has to be complex or difficult. Whether it’s improving customer return policies or developing high-tech products, innovation can happen anywhere in an organization — and by anyone.
<table>
<thead>
<tr>
<th>Event Title</th>
<th>Date and Time</th>
<th>Description</th>
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<tbody>
<tr>
<td>Bias Series 2/7 –How to be Aware When I’m Being Biased</td>
<td>Thursday, February 18-2:00p-3:00p</td>
<td>An In-depth look at implicit bias. How to be aware of when you’re being biased.</td>
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<td>Productive Work Habits</td>
<td>Tuesday, February 16-10:00a-11:00a</td>
<td>Productivity isn’t about quantity. It’s about doing the right task, at the right time. In other words, it’s about recognizing what to do when. But sometimes that’s easier said than done. Develop the positive habits needed to gain focus, learn how to prioritize tasks efficiently, become better organized, manage time efficiently, work more effectively with colleagues and create better work-life balance.</td>
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<tr>
<td>Let's Get Organized in 15 Minutes: Catch All Drawer</td>
<td>Tuesday, February 16-11:00a-11:30a</td>
<td>It is the beginning of a new year and it’s time to get organized! There are some items that we’ve all been procrastinating about or keep being pushed into the lower priority category. But, together we can conquer things like the 18 receipts we’ve become fond of that hang out in our purses or wallets. Or, the growing number of papers and emails that have taken over. All of these things have the tendency to stress a person out which effects other areas of our business and personal lives. This is a 20 minute micro series to help you get organized in all the necessary places. This micro-webinar series will provide a task-driven guideline where we will complete each session goal as a team. You will need to bring at least 5 of these items (your choice) to each session: large paperclips, envelopes, clear zip bags and post-it notes.</td>
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<td>Self-Care Is Not Selfish</td>
<td>Wednesday, February 17-10:00a-11:00a</td>
<td>Today’s workforce is experiencing job burnout and stress in epidemic proportions. Workers at all levels feel stressed out, insecure, and misunderstood. Many people feel the demands of the workplace, combined with the demands of home, have become too much to handle. This workshop explores the causes of such stress, and suggests general and specific stress management strategies that people can use every day.</td>
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<td>Pre-Supervisor Series- Styles of Supervision</td>
<td>Wednesday, February 17-10:00a-11:30a</td>
<td>Potential supervisors will review the types of supervisors and explore leadership styles, behavior styles, communication styles and time styles play into each type.</td>
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<td>Successfully Managing Change</td>
<td>Wednesday, February 17-2:00p-3:00p</td>
<td>Change is something that excites people who love opportunities for growth, learn about new things, or who like to shift the status quo. Some changes, however, are harder to adjust to and lead to expressions of resistance and anger. We can take concrete steps to make change more palatable by understanding people’s hesitation, enlisting the help of others, setting up plans, and managing stressors. These steps can also ensure that desired changes are implemented successfully.</td>
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<td>Increase Your Influence Facebook Live</td>
<td>Thursday, February 18-12:00p-12:30p</td>
<td>Based off of the Book &quot;Influencer - The Power to Change Anything&quot;, this course will take a look at how an Influencer motivates others to change; replaces bad behaviors with powerful new skills in others; and makes things happen. This course is designed to take participants through a journey of self-exploration to discovery.</td>
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<td>Implicit Bias Series 3/7- Interrupt Your Bias in the Moment</td>
<td>Thursday, February 18-2:00p-3:00p</td>
<td>An In-depth look at implicit bias. How to interrupt your bias in the moment.</td>
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<td>MS Office Excel Intermediate</td>
<td>Monday, February 22-2:00p-3:30p</td>
<td>Modules 1 – 2 Advanced Function &amp; Named Ranges</td>
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<td>Ten Minute Presentations</td>
<td>Tuesday, February 23-10:00a-11:00a</td>
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In 10-Minute Presentations, you will learn how to craft and polish an engaging, professional presentation that shares your message and call to action swiftly and clearly. This will maximize your impact, conversions and productivity.

**Pre-Supervisor Series - Management Techniques**  
**Wednesday, February 24 - 10:00a-11:30a**  
Participants will discover the positive impact coaching, engagement, crucial conversations; team building and leading by example has on productivity and morale of a work group.

**Let’s Talk About Privilege**  
**Wednesday, February 24 - 2:00p-3:00p**  
Privilege is a special right or advantage available to a particular person or group. Having privilege does not mean that someone has not experienced hardships, but it does mean having unearned benefits received by nature of one’s identity. Identities including but not limited to sexual orientation, religion, socioeconomic status, language, ability, and yes...race. Privilege is a tricky subject to talk about. Thinking about privilege and challenging it is an ongoing exercise. Let’s talk about it.

**Critical Thinking Skills Facebook Live**  
**Thursday, February 25 - 12:00p-12:30p**  
What’s the #1 skill executives look for in their employees? Critical thinking. It’s not about criticizing others—it’s about understanding the problem, evaluating the evidence, and making logical and thoughtful decisions. It’s a skill that can help your organization find smart solutions to tricky problems, avoid emotional thinking and mistakes, and work together more efficiently. Critical Thinking Skills is a training solution that provides individuals with tips, techniques, and thought exercises that help to develop critical thinking skills.

**Implicit Bias Series 4/7 - Model and Break the Everyday Habit of Bias**  
**Thursday, February 25 - 2:00p-3:00p**  
An In-depth look at implicit bias. How to break everyday habits of bias.