

Quality Training for Business Professionals

Fall 2018

■ Microsoft Access Boot Camp

Thursdays – Sept. 13, 20, 27, Oct. 4
6–9 p.m.
Room E236
\$300

■ Computer Basics

Mondays – Sept. 10, 17, 24, Oct. 1
5–7 p.m.
Room E236
\$175

■ Intro to Excel

Wednesdays – Sept. 19 & 26
5–8 p.m.
Room E236
\$135

■ Excel Beyond the Basics

Wednesdays – Oct. 10 & 17
5–8 p.m.
Room E236
\$135

■ Intro to QuickBooks

Tuesdays – Oct. 2, 9, 16, 23
6–9 p.m.
Room E236
\$300

■ Intro to Word

Mondays – Oct. 15 & 22
5–8 p.m.
Room E236
\$135

■ Word Beyond the Basics

Mondays – Nov. 12 & 19
5–8 p.m.
Room E236
\$135

■ HR Boot Camp

Thursday, Oct. 4 & Friday, Oct. 5
9 a.m. – 4 p.m.
Room C127
\$625

■ Moving Out of Your Comfort Zone: Learning How to Give & Receive Feedback

Wednesdays – Oct. 3, 10, 17, 24, 31, Nov. 7
8:30 – 11:30 a.m.
Room C127
\$599

■ Skills for New Supervisors

Tuesdays – Oct. 16, 23, 30
9 a.m. – 4 p.m.
Room C127
Rockie Blunt
\$850

■ Project Management in Action

Thursday, Oct. 25
9 a.m. – 12 p.m.
Room C127
\$125

■ Building Dynamic Teams

Thursday, Nov. 1
9 a.m. – 12 p.m.
Room C127
\$125

■ Cultural Competency & Interpersonal Effectiveness

Tuesday, Nov. 6
9 a.m. – 4 p.m.
Room C127
\$275

■ ISO Internal Quality Auditing

Monday - Wednesday – Nov. 12, 13, 14
8 a.m. – 4 p.m.
Room C127
\$825

■ Train the Trainer

Mon., Tues., Thurs. – Dec. 3, 4, 6
9 a.m. – 4 p.m.
Room C127
\$850

■ Leadership At All Levels

Module 1: Personal Leadership
Wed. Aug. 29, Sep. 5, 12, 19

Module 2: Interpersonal Leadership
Wed. Sep. 26, Oct. 03, 10, 17

Module 3: Team Leadership
Wed. Oct. 24, 31, Nov. 7, 14

Module 4: Organizational Leadership
Wed. Nov. 28, Dec. 5, 12, 19

New Time: 3–6 p.m.
Room C127

\$525 per module OR \$475 per module
when signed up for 3 or more modules

For more information or to register
your employees, call Andrew Morrison,
interim director of Business & Industry
Services, at 860-932-4360.

Additional information can be found at
www.qvcc.edu/workforce/b-i

BUSINESS AND INDUSTRY SERVICES



QUINEBAUG VALLEY COMMUNITY COLLEGE