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DON'T FORGET!
TCTC's
Training Café
Workshops.
bottom page 3

CALENDAR

Highlighted classes to be held Aug.-Oct.

SEE PAGE 3

NOTHING SCARY ABOUT IT

A customer testimonial.

SEE PAGE 2

contact us today



web: TampaTraining.com
e-mail: tctc@hccfl.edu

PHONE

tele: (813) 259-6010
fax: (813) 253-7156

MAIL

P.O. Box 31127
Tampa, FL 33631

Technology Training Vouchers (TTV): When You Need It

Special Offer! Technology Training Vouchers (TTV) Training "When You Need It"

We are pleased to offer your TTV for:

- Microsoft Office Products (All Levels)
- Introduction to Computers
- Introduction to the Internet

Your staff can attend training on a flexible, convenient and easy schedule.

Courses are available when your employees are!

How Does It Work?

Saving money and scheduling training using TTVs are as easy as 1 - 2 - 3!

1. Order your vouchers in blocks of 30 by signing our TCTC

contract through our Business Development Team

2. Have your employee(s) register for a class either through the website (www.tampatraining.com) or phone (813) 259-6010

3. Present the approved voucher number the day of class

Each TTV will allow your employee to attend one (1) regularly scheduled open enrollment class at our Davis Islands facility or a group of TTVs can be used at our facility to formulate your own corporate class.

What Do TTVs Cost?

Purchase 30 Technology Training Vouchers @ \$125.00 per voucher. That is a max of \$720 saving.



Photo illustration by Steven Kessler, former Photoshop Level 1 student

Contact our Business Development Team

Peter Savarese,
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Women's Leadership Update



BY CATHY
FUNDERBURG

Wo-Mentoring.

Blue Sky Women's Summit WOMEN.

How amazing are we? Haven't you always heard if you want something done, have a woman do it? Did you know that there are 68 million women employed in the US? 39% of women work in management, professional, and related occupations. The median weekly earnings of women who are full-time wage and salary workers is \$614, or 80 percent of men's \$766. Women still hit the "glass ceiling" that seems to block them from advancement within their careers and paychecks. What's holding women back?

There are four main challenges women face within the workplace:

1. Finding balance between work and family life
2. Learning to communicate effectively
3. Developing extraordinary teams
4. Struggling to find mentors

I believe that women can succeed in their careers and earning power through building a legacy of great teams, successful lives and superior communication through mentoring. I have made the decision that I will not be held back - no glass ceiling for me and as Marcy Blochowiak states: "Just Blue Sky."

Blue Sky Women's Leadership Conference

Join our inspiring speakers who walk in your shoes. Learn from their life stories how to develop successful teams, leadership skills, create a work-life balance, and serve as mentors to other women along the way. Be a part of something bigger than yourself as you learn to grow

both professionally and personally in the company of like-minded women. Gain new techniques that will instantly advance your leadership effectiveness as you burst through the "glass ceiling" into "blue skys".

Thursday, August 21, 2008

8:30 a.m. - 4:30 p.m.

Price: \$275
(includes breakfast & lunch)

TCTC @ HCC
Davis Islands Campus,
39 Columbia Dr.
Tampa, FL 33570

"Balancing Life, Family and Business:
Essential How To's for Women"

Source: U.S. Department of Labor, Bureau of Labor Statistics, Employment and Earnings, 2007 Annual Averages and the Monthly Labor Review, November 2007.

TCTC'S TEAM MEMBERS WORK HARD AND PLAY HARD TOO



Beth: Proud to Work at TCTC

Brandi & Reeci: Get It Right

Irene: Gets Everyday Hero Award for July

Learning to Salsa with Irene

Ryan: Teaches Green Living

Renee & Team: Having Fun

Tereza: Hard at Work

Tips & Tricks: How to Paste a Picture Link in Microsoft Excel 2003



BY CATHY
FUNDERBURG

It might be useful to combine separate parts of a workbook on to one sheet. Perhaps you want to print a one page report or see data from various parts of your workbook all in one place. Whatever reason, here is the trick you use to make it happen.

- 1) First, insert a new worksheet into your workbook.
- 2) Next select one of the sections you want to add to the new sheet.
- 3) Press CTRL+C to Copy it.

- 4) Switch back to newly inserted sheet.
- 5) Select the top left cell where you want to paste this information.
- 6) Hold down the SHIFT key and click the Edit menu then release the SHIFT key. You'll notice a Paste Picture Link option. This option is available only if you hold down SHIFT while clicking Edit. Click the Paste Picture Link option. A linked picture of the copied range is pasted. The result is an image of the selected range that will reflect any subsequent changes to the source data. You can move this picture around as you would any graphic.
- 7) Repeat steps 2 to 6 for each of the sections you want to copy.

Motivated Student "Nothing Scary About It"

BY THERESA M. GIAMPIA

Thank you TCTC, for an enriching and meaningful experience! Recently I attended two Dreamweaver courses facilitated by Cathy Funderburg, and it has been one of the most positive training experiences I've had in a long, long time. The course content was organized, structured, and presented efficiently and effectively, even for a true beginner.

With no background in Web Design, my competency level after the two courses, prepared me with a set of skills enabling a complete novice to enter this new and exciting field. Cathy's insights and experience provided real world examples and practical suggestions, which enhances the course content and positions the student for success. Moreover, Cathy Funderburg's commitment to the student's success was evident in the support and encouragement offered during and after the completion



Theresa sits on her air boat with a gator in front.

I highly recommend The Corporate Training Center. On a personal note, I'm looking forward to both my next learning experience and the benefits of acquiring new skills, and I'm motivated to explore new opportunities in both my current career and explore new opportunities as I develop my post-retirement strategy. TCTC's course offerings and Instructors have demonstrated they have what it takes to help me achieve success.

TCTC Training Café Workshops: "We Put the Sizzle in Your A.M."



BY STUART
KESSLER

TCTC @ HCC is proud to announce the beginning of our "TCTC Training Café Workshops."

Each month TCTC @ HCC will be hosting workshops focused on leading edge topics that directly impact businesses and individuals living and working in the world today. Come join us from 7:30 a.m. – 9:30 a.m. for a learning experience that will surely make a difference to you and your bottom line. For more



information, see page 3 for a workshop schedule, or visit www.TampaTraining.com, and click on "Seminars & Lunch'n Learns" at the bottom of the page.

	AUGUST	SEPTEMBER	OCTOBER
COMPUTER & TECHNOLOGY			
Microsoft Excel 2007 Level 2	1	8	22
Microsoft Word 2007 Level 2		2	15
Microsoft Access 2007 Level 2		11	10
Microsoft PowerPoint 2007 Level 2	21	17	20
Introduction to Computers	7	25	16
BUSINESS & MANAGEMENT			
Essentials of Time Management: Making Minutes Matter	26		9
Accounting for Non-Financial Managers 1		10	
WEB DEVELOPMENT			
Adobe Dreamweaver CS3 Level 1		2 & 3	8 & 9
HTML Level 1		4	10
DESKTOP PUBLISHING			
Adobe InDesign CS3 Level 1	14	15	15
Adobe Photoshop CS3 Level 1	19 & 20	18 & 19	27 & 28
Adobe Illustrator CS3 Level 1	21	11	3
COMMUNICATION & PRESENTATION			
Train the Trainer	26		22
Enhancing Your Communication Effectiveness	7		16
E-mail Management & Business Writing	14		30
LANGUAGE Time: 6:00-9:30 p.m.			
Conversational Spanish Level 1			13-11/12
Conversational Spanish Level 2		20-10/25	
English as a Second Language		9-10/9	
CERTIFICATION			
Security + Certification (CompTIA)			6-17
CTT+™ Certification (CompTIA)	26-28		21-23
A+ Comprehensive: Essentials/ IT Technician		16-11/25	
A+ Test Prep (CompTIA)	9, 16, 23		11, 18, 25
Network + (CompTIA)		22-26	
TCTC TRAINING CAFÉ WORKSHOPS			
Networking 101 for Sales People	28		
MS Office 2007 Overview		25	
Salesperson's Guide to Managing Contacts in Outlook			23
LUNCH-N-LEARN SEMINARS			
Steps to Reduce Conflict in the Workplace	20		
Managing Your Boss		17	
New Employee Survival Guide			15
LEADERSHIP TRAINING			
Blue Skys Women's Leadership Conference	21		

CUSTOMER QUOTES

● ● ● ●
"Excellent presentation and organization!"

● ● ● ●
"My class was very useful; covered everything I needed to learn!"

● ● ● ●
"TCTC's training exceeded my expectations!"

● ● ● ●
"Well worth the time and money!"

● ● ● ●
"Great class! Learned tricks that will help with my job."

● ● ● ●
"Very informative!"

Note: Additional classes are scheduled and can be viewed at www.TampaTraining.com. Class dates and times are subject to change.

SPECIAL EVENT



Newsletter designed by Dana Oppenheim,
TTC Teacher of Adobe Classes

cut here

Expires 10/31/08

E-mail: skessler1@hccfl.edu
Phone: 813-259-6010
Contact: Stuart Kessler

**By Mark Aruda
"Matter" Class
Making Minutes**

10% OFF

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VOL. 1, ISSUE 2
39 Columbia Drive
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(813) 259-6010

Training Matters

AUG.-OCT.
08



Strategies That Work: Time Management



BY MARK ARUDA

Do you feel like you could use some assistance in developing better time management? These three time-management strategies can be learned in order to help you better achieve the goals that you set out to accomplish.

1. **Prioritize.** By setting priorities for everything that you intend to accomplish in a day, you can be sure to accomplish the most important tasks, leaving the less important tasks for last.
2. **Planning.** By putting some forethought into the tasks that you intend to complete, you can better prepare yourself for them. This way, as you address each task, you will be ready to complete it in a timely manner rather than scrambling around looking for necessary tools or equipment.
3. **Get a Clear Picture.** By creating

a clear picture of the ways that you spend your time today, you can better make improvements on your time management skills.

Put these strategies to work and enjoy your new found time.

The next two sessions of "Essentials of Time Management: Making Minutes Matter" will be August 26 and October 9. The fees for this can't miss course are \$295.00 per student. For a discount of 10% off, please see the coupon on the back of our newsletter.

Mark Aruda is the IT Program Development Consultant at The Corporate Training Center and a dynamic and in-demand instructor. His engaging style and humorous anecdotes have led him across the world providing training solutions for several Fortune 500 companies. Mark has been working in the Information Technology field for over 25 years.

The Value of Training for MED3000

MED3000 recently purchased 30 vouchers through The Corporate Training Center's Training Voucher Program. (TTV) vouchers were used for Excel level 1, 2 and 3 classes for a total of 30 MED3000 and Pediatric Health Care Alliance employees, a MED3000 subsidiary. At first I was hesitant about the process of scheduling and enrolling that many employees, but The Corporate Learning Center made the process so easy! I enrolled all 30 employees using the online enrollment system in no time. Each employee then received an e-mail confirmation from TCTC saving me the step of having to inform each of the class details. Of course, with that many employees scheduled to take classes, work requirements dictated changes in class schedules. However, Stuart Kessler was so accommodating, he made it very easy to make

changes and swap people around. He always made me feel that he was there to help.

Our employees raved about the classes. Some of their comments: "instructor was well-prepared; an Excel pro!" "A sound and structured approach to teaching the material." "Instructor kept class interested and covered all the material."

I highly recommend The Corporate Training Center's Training Voucher Program. It's a great value, easy to use and most of all, the staff at The Corporate Training Center provide such a high level of customer service that you can't go wrong!

Gail Havron, Director of Human Resources, MED3000