

# Webinar Guide 2014

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## LEADERSHIP SKILLS

### KEYS TO SETTING PERFORMANCE EXPECTATIONS (INSTRUCTOR: RHONDA HUNTER)

Objectives:

- Recognize the purpose of effective "setting expectations" discussions.
- Use the key principles to meet personal as well as practical needs.
- Develop effective approaches for handling challenging situations that can arise.
- Use the STAR technique to provide ongoing feedback.

### 10 THINGS NEW SUPERVISORS NEED TO KNOW (INSTRUCTOR: TRICIA GARNER)

Objectives:

- New Supervisors need to know

### ARE YOU A MANAGER OR A LEADER? (INSTRUCTOR: TRICIA GARNER)

- All leaders are managers but not all managers are leaders. Both managers and true leaders get things done through others, but managers do so by virtue of their specific position within their organizations, while true leaders— regardless of their official rank—do so by inspiring others.
- Find out what a real leader is from CEO of a large corporation, to first-line supervisor of a six-person work unit? We will discuss the distinction and how to be a true leader.

### TURNING A MIDDLE PERFORMER INTO A STAR (INSTRUCTOR: MARY STRAUSS)

Objectives:

- How to discover whether a middle performer has “maxed out” their talent or if they’re just not giving 100%
- 3 psychological factors that cause middle performers to give less than full effort
- 5 step Career Map that gets your middle performers excited about their career potential
- 2 ways to set goals that inspire middle performers to grow and develop their untapped potential
- Why the typical way of praising a middle performer can actually demotivate them and cause them to exert less effort
- Giving constructive feedback to middle performers in a way that motivates them to strive for superstar performance



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## BECOMING A VISIONARY LEADER (INSTRUCTOR: TRICIA GARNER)

### Objectives:

- Are you someone with a vision burning inside that seeks to manifest?
- Do you see yourself as a visionary?
- Visionary leaders are the builders of a new dawn, working with imagination, insight, and boldness.
- They present a challenge that calls forth the best in people and brings them together around a shared sense of purpose.
- They work with the power of intentionality and alignment with a higher purpose. Their eyes are on the horizon, not just on the near at hand. They are social innovators and change agents, seeing the big picture and thinking strategically.
- Learn how to be effective in manifesting your vision and create specific, achievable goals, initiates action and enlists the participation of others.
- Learn the qualities and abilities of true visionary leaders.

## HOW GREAT MANAGERS RETAIN EMPLOYEES (INSTRUCTOR: MARY STRAUSS)

Have you ever heard the expression “Employees join a company, but they quit a manager”?

### Objectives:

- Learn the immediately implementable skills that great managers use to engage and retain their best employees (without paying them more money).
- We’ll show you how to get past the paralysis most managers feel when tackling this big job by helping you identify your retention priorities so you can act fast to catch these employees early.
- You’ll learn practical tools for making one-on-one conversations with your high priority employees easy.
- You’ll learn how to process the results of these conversations into simple models that will help you analyze what the problems are and in order to address them directly.
- You’ll be surprised to find that most employees can be retained with less cost and effort than you may think.

## TAKE THE PAIN OUT OF PERFORMANCE REVIEWS (INSTRUCTOR: MARK ARUDA)

Whether you are on the giving or receiving end it’s rare that anyone likes the performance review process. Done correctly performance reviews can be a powerful tool to improve employee and business performance, done poorly performance reviews will reduce employee morale and limit business growth.

### Objectives:

- Develop a system that provides meaningful information to the employee for improved performance
- Reduce the anxiety of giving and receiving the performance review
- Learn the pros and cons of self-evaluations and 360 degree feedback processes
- Discover how automation can take the pain out of the process and create a more objective review.



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## FINDING THE TIME TO BE A LEADER (INSTRUCTOR: TRICIA GARNER)

The scarcest resource a leader has is their time (not money or people or influence). Time. And it's why the top frustrations of leaders are typically not having enough time, struggling to balance priorities, not being proactive enough and reacting to everyone else's priorities, and spending too much time doing work that someone else should be doing.

Objectives:

- Identify and eliminate the Top 10 timewasters that consume leaders' time
- Checklist for teaching employees how to clarify and complete work assignments so that you don't have to waste time constantly checking-up on them after you delegate
- Eliminate some of your misused time with a 3-part Meeting Achievement Checklist that makes every meeting 15 minutes shorter
- The 1 question you need to ask yourself every morning that prioritizes and focuses your day (and ensures you don't leave the office asking yourself "did I really get anything done today?")
- How to overcome the psychological barriers to delegating (including ego, doubt and competence) so you've got many more resources to share your workload
- What Level of Freedom you should give each of your employees and how to save significant time that would normally be spent checking and double-checking their work
- How to schedule your day (morning, afternoon, evening) for optimal productivity
- How to use a Manager for a Day program to give yourself an extra set of hands (and also develop the future leader talent pool below you)

## ADAPTING LEADERSHIP (INSTRUCTOR: RHONDA HUNTER)

Leaders can't take a cookie-cutter approach to managing people. A leadership style that motivates and inspires one individual might plunge another into poor performance. Adaptive Leadership raises leaders' awareness of the differences among and situations. It teaches leaders how to enhance the effectiveness of their interactions by adapting their approach to people based on what they want to discuss and how they think people will respond. By better meeting the needs of each individual, leaders create higher levels of engagement and better organizational results.



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## PROFESSIONAL DEVELOPMENT

### THE SUPER-PRODUCTIVE EMPLOYEE (INSTRUCTOR: MARY STRAUSS)

To really help your employees become Super Productive (i.e. stop wasting hours a day gossiping, updating their resume, checking their investments) you've got to get more focused, identify your top priorities, eliminate timewasters, make smarter decisions, distinguish between important and unimportant work, get rid of wasteful processes (including useless meetings), and help your employees move past blaming, excuses and paralyzing anxiety. Sound daunting?

Objectives:

- We'll show you how the new syndrome we call "Recession Rumination" can wreak havoc in your organization at the time when you need high productivity the most.
- You'll learn how to prioritize tasks using our "red light/green light" system.
- Learn to ask your employees to become more productive and accountable (without them rolling their eyes) and how to make yourself more productive by eliminating "psychic tension" and by using tools such as Regression Analysis, Time Analysis and the Daily Huddle.
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### ACHIEVING YOUR S.M.A.R.T. GOALS (INSTRUCTOR: MARY STRAUSS)

These days, everyone seems to be talking about SMART goals. However, making a goal SMART is only the first step in making that goal a reality. This webinar will discuss 10 practical steps to achieving your SMART goals and making them a lasting success.

That is, goals that are:

- Specific
- Measurable
- Achievable
- Rewarding
- Time-based

### MANAGING YOUR BOSS (INSTRUCTOR: MARY STRAUSS)

Objectives:

- Boss management can stimulate better performance; improve your working life, job satisfaction, and workload.
- Give your boss a hand and reap the rewards.
- When we think of managing someone, we usually think of managing our team members or subordinates. The above title appeared for the first time a few years ago in a Harvard Business Review article written by two well-known socio-psychologists.
- Their argument was that in modern companies, subordinates are not solely dependent on their bosses, but that today's complexity requires interdependence: the boss needs her team as well.
- Discuss the 10 rules for managing your boss.



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## WHAT'S YOUR EMOTIONAL IQ? (INSTRUCTOR: TRICIA GARNER)

Explore the concept of Emotional Intelligence as a personal dimension of development and its application to leading and managing in today's workplace.

## GIVING CONSTRUCTIVE FEEDBACK TO YOUR COWORKERS (INSTRUCTOR: RHONDA HUNTER)

Coworkers don't report to you, they have the same power as you, and they probably don't want to be criticized by you. So what do you do when a coworker does something (or makes a mistake) that needs correcting?

Objectives:

- We'll show you how to "speak the truth" to your coworkers in a way that doesn't make them defensive or angry. Give your boss a hand and reap the rewards.
- Through the use of a three part analysis, you'll learn how to set conversation goals, "untangle" your message (with our 4-part model: Facts, Interpretations, Reactions, and Ends) and measure your relationship in order to know how your coworker might respond. Their argument was that in modern companies, subordinates are not solely dependent on their bosses, but that today's complexity requires interdependence: the boss needs her team as well.
- Armed with this analysis, you'll be ready to choose a course of action detailed in two specific and scripted approaches to giving feedback tailored for negative and positive relationships.
- We'll help you avoid conversation killers like blaming, pleading and the "compliment sandwich." Finally, you will know what to say and in what order to tackle this very necessary and delicate conversation.

## IMPROVING PERSONAL PRODUCTIVITY (INSTRUCTOR: RHONDA HUNTER)

Objectives:

- Give employees the skills they need to increase their productivity while decreasing stress levels.
- Improve your personal productivity by eliminating or changing non-productive behaviors.
- Achieve higher levels of efficiency by applying new, more productive work habits.

## PEOPLE...ARE THEY DIFFICULT OR JUST DIFFERENT (INSTRUCTOR: BARBARA WILSON)

Some people were born to snarl. In this class, you'll learn ways to successfully interact with a boss, co-worker, neighbor or relative who is in dire need of a personality transplant.

## WHAT IS EMOTIONAL INTELLIGENCE? (INSTRUCTOR: RHONDA HUNTER)

Explore the concept of Emotional Intelligence as a personal dimension of development and its application to leading and managing in today's workplace.



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## **MANAGING THE CHALLENGE OF CHANGE (INSTRUCTOR: BARBARA WILSON)**

General Description: Embracing change rather than fearing it is a valuable survival tactic in today's world, and this course teaches you how to do it! You will learn new perspectives that will help you to develop the confidence and skills you need to welcome change and to view it as an opportunity to grow and learn.

## **WHY LEARNING STYLES MATTER (INSTRUCTOR: MICHELLE BROWN)**

This webinar puts adult learning theory into action.

Objectives:

- Expand their understanding of the four distinct learning styles, or preferences, which are based on David Kolb's four-stage learning cycle.
- Gain greater understanding about your own learning preferences and how they impact your training and teaching style.
- Learn how to think and teach outside of your own style "box".
- Understand how to integrate all four learning styles into your training methods.
- Discover new approaches to energize your training and connect with your audience.

## **10 QUICK IDEAS TO MANAGE YOUR TIME MORE EFFECTIVELY (INSTRUCTOR: RHONDA HUNTER)**

There never seems to be enough time for everything on our "To Do" list. Successful professionals follow the simple rule – don't try to do everything at once. They learn to focus on the most important tasks that will get results and make sure those are the tasks that get completed. This course will give you the 10 most highly effective methods of accomplishing your tasks on time.

## **RESOLVING CONFLICT IN THE WORKPLACE (INSTRUCTOR: RHONDA HUNTER)**

This webinar teaches how to recognize that a conflict is escalating and how to minimize damage by using the most appropriate resolution tactic regardless of which stage a conflict is in. Managers also learn the true cost of conflict to an organization and techniques for handling even the most challenging conflict-related discussions effectively.

## **EFFECTIVE BUSINESS WRITING (INSTRUCTOR: JENNIFER CURRENCE)**

Having effective business writing skills can carry you further than you ever thought possible! Now businesses are increasingly relying on technology, those skills alone do not guarantee success in the workplace. You must still develop your ideas, express them clearly, and persuade others of their viability. This course offers effective strategies to sharpen your writing skills by structuring your ideas logically, exercising diplomacy in letters and reports, and shaping your argument.



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## GRAMMAR ESSENTIALS (INSTRUCTOR: RHONDA HUNTER)

Remember the rules of grammar in school? Now you can refresh and refine your grammar usage for your professional life. You need to articulate your ideas clearly and succinctly in written communications and present yourself in a professional manner.

## POWERFUL PRESENTATIONS (INSTRUCTOR: JENNIFER CURRENCE)

While Power Point is arguably one of the best tools in a speaker's toolkit, in the wrong hands it can spell boredom. In this workshop, you will learn how to avoid the common mistakes presenters make. Whether you are presenting face-to-face to a live audience, teaching in a virtual classroom, conducting webinars, or creating asynchronous e-learning experiences, this introductory class will set your stage for success.

Objectives:

- Understand the secrets to engaging your audience
- Learn the best ways to use Power Point ... and how not to Power Point!
- Develop new techniques for delivering your message with impact
- Discover new ideas for creating useful handouts your audience will appreciate

## BUSINESS GRANT WRITING (INSTRUCTORS: RHONDA HUNTER/JULIE REDCAY)

Get started with the basics of business grant writing.

## "DO YOU HEAR ME NOW" ? COMMUNICATING AND LISTENING (INSTRUCTOR: RHONDA HUNTER)

Good communication skills help to remove potential barriers to positive relationships. This webinar will include activities for you to communicate clearly and listen carefully. Perfect the way you communicate with others and see the results almost immediately! You will not regret what you learn from this webinar and you will be able to take it with you in personal and work relationships.

## CONSTRUCTIVE FEEDBACK AMONG CO-WORKERS 2014 (INSTRUCTOR: RHONDA HUNTER)

Coworkers don't report to you, they have the same power as you, and they probably don't want to be criticized by you. So what do you do when a coworker does something (or makes a mistake) that needs correcting?



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## **POWERFUL PRESENTATIONS USING PREZI (INSTRUCTOR: SAMANTHA MULFORD-PHILLIPS)**

Learn how to create engaging and dynamic visual presentations with this interactive application.

Learning Objectives: Create a Prezi presentation: \* Existing Powerpoint presentation slides \* Input documents \* Insert videos \* Insert text and graphics \* Share and Embed presentations on websites. \* Engage and inspire your audience with an innovative presentation style.



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## MICROSOFT OFFICE 2010

### WHAT'S NEW IN OFFICE 2010 (INSTRUCTOR: MARK ARUDA)

Objectives:

- Do you currently use Microsoft Office version 2003 or 2007?
- Is your company transitioning to Microsoft Office 2010?
- If this describes you, then MS Office 2010 What's New is the right course for you and your company.

### INTERMEDIATE ACCESS FOR BUSINESS (INSTRUCTOR: WENDI WESTRATE)

Microsoft Access 2010 is an efficient and powerful relational database utilized to manage your business data. Storing your data in MS Access will help your company with quick information references, generation of accurate reports and important analysis for fast decision making and quick results. This class will help teach you that the key to creating a well-designed database is to divide the data into the right fields and place the fields in the right tables. You will also learn how to manage relationships between tables to help maintain records

### MS EXCEL 2010 - MAIL MERGE, TABLES, TEMPLATES AND TEXT BOXES (INSTRUCTOR: JOEL ERICSSON)

Personalize documents to individuals, arrange data in a grid, premade documents and text boxes that will allow text to stay put.

### MS EXCEL 2010 LIKE A PRO: ADVANCED FEATURES (INSTRUCTOR: WENDI WESTRATE)

This webinar will discuss and show live demonstrations on advanced options in MS Excel 2010.

### MS EXCEL 2010-ADVANCED CHARTING - TAKING CHARTS TO NEW LEVELS (INSTRUCTOR: JOEL ERICSSON)

With a chart, the type of diagram you select is critical when it comes to getting your point across. For example, if you wanted to diagrammatically show how much of your monthly payment went toward rent, you would probably not use a line graph. Instead, a pie chart would be more appropriate since it shows you slices of a whole. You can create your own combination charts with a wider variety of combinations, by applying the Chart Type menu command to selected series in your chart, not on the chart as a whole. This gives you much more flexibility over the types and formats you can use in your charts.



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## **MS EXCEL 2010-SAVE TIME BY RUNNING MACROS (INSTRUCTOR: WENDI WESTRATE)**

Do you find yourself doing the same actions over and over again in your spreadsheets?

Did you know you can create macros so that Excel can do that repetitive work for you?

Macros are sets of instructions based on actions that you record while you work in your spreadsheet. After you record a macro, you can use it again as the need arises.

Objectives:

- See a live demonstration on how to record and run a macro to save time and frustration
- One practice session for hands-on experience. The practice requires Excel 2010.

## **MS EXCEL 2010-WHAT IS THE "IF" FUNCTION? AND WHEN TO USE IT (INSTRUCTOR: WENDI WESTRATE)**

The IF function checks to see if a condition you specify is true, or false. If true, one thing happens; if false, something else happens. For example, if you use the IF function to see if amounts spent are under or over budget, the result for True could be "Within budget," while the result for False could be "Over budget." Quick Reference notes will be provided to you at the end of the course.

Objectives:

- See a live demonstration on how to use this function to save time and frustration
- One practice session for hands-on experience. The practice requires Excel 2010.

## **MS EXCEL 2010-CONDITIONAL FORMATTING AND SPARKLINES (INSTRUCTOR: MARK ARUDA)**

You will learn how to make data sets easier to read. A picture is worth a thousand words, right?! Why not apply some conditional formatting or Sparkline to make the data more visual to the reader? Impress your readers with easy to understand data by doing so. Even apply some of these during a presentation to quickly emphasize different information. Join us to find out how this works.

## **MS ONENOTE 2010-WORKING TOGETHER USING A SHARED NOTEBOOK (INSTRUCTOR: MARK ARUDA)**

Microsoft OneNote is an electronic version of a paper notebook where you can write down notes, thoughts, ideas, scribbles, reminders, and all kinds of other information. Unlike the notes in a paper notebook, Microsoft OneNote lets you add, move, and delete anything on its pages and in its sections. Learn to separate and organize your notes by subjects or projects, or keep separate notebooks for different places and interests.

## **INTRO TO PROJECT 2010**

Curious about how MS Project can make your life easier? Get the basics Microsoft Project 2010 in this one hour, jammed packed webinar. You will look at team work and productivity a whole new way!



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## **DISCOVER PROJECT 2010**

Curious about how MS Project can make your life easier? Get the basics Microsoft Project 2010 in this one hour, jammed packed webinar. You will look at team work and productivity a whole new way!

## **PROJECT TASK SCHEDULING: MANAGING TASKS IN PROJECT 2010 (INSTRUCTOR: WENDI WESTRATE)**

Unless you're the only one working on your project, sooner or later you will need to share current project information with team members and other stakeholders. With Project 2010, you can create reports that highlight whatever data is relevant to your audience. This overview shows you the big picture of creating reports and printing your project. Follow the links in each section for detailed information about each process.

Learning Objectives:

Working with MS Projects strong reporting functionality

## **MICROSOFT EXCEL FOR BUSINESS (INSTRUCTOR: WENDI WESTRATE)**

Learn how to effectively use MS Excel within your business.

Anyone looking to advance their skills and techniques using MS Excel will benefit from this webinar.



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## MICROSOFT OFFICE 2013

### MICROSOFT OFFICE 2013: NEW FEATURES (INSTRUCTOR: MARK ARUDA)

#### Objectives:

- Explore new features in the MS Office 2013 suite.
- How to embed youtube videos in a Powerpoint Presentation.
- New Quick calculation functions offered in MS Excel
- New reading layouts in MS Word.
- Find out how on-line services, like SkyDrive, can help you do more with your MS Office Suite.

### OFFICE 2013 MIGRATION (INSTRUCTOR: KAREN WALCZEK)

An overview of MS Office 2013's new features. This will cover MS Word, Powerpoint, Excel and Outlook.

### OFFICE 2013 FOR BUSINESS (INSTRUCTOR: MARK ARUDA)

Learn effective tips to use MS Excel 2013 for business.

- Pivot tables
- Speak Cells
- Charts
- Share/Create with MS Live



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## **IT ADMINISTRATION, NETWORKING, & CLOUD COMPUTING**

### **CISCO CERTIFIED NETWORKING ASSOCIATE (CCNA) GET CERTIFIED! (INSTRUCTOR: JON CRAWFORD)**

An overview of the CCNA course and what is offered. This webinar will discuss the topics that an enrollee should expect to cover if they enroll in the ICCE CCNA course.

### **SET UP YOUR OWN HOME NETWORK (INSTRUCTOR: MARK ARUDA)**

This webinar offers an overview of setting up your home network, the hardware needed and the type of network that will work best for you.

### **DO MORE WITH LESS/CLOUD COMPUTING (INSTRUCTOR: MARK ARUDA)**

Say hello to the next generation of cloud power services! You now have the power to work from virtually anywhere, anytime, and on any device with simple, familiar collaboration and communication solutions – all backed by the proven security and guaranteed reliability you expect.

### **CLOUD POWER (INSTRUCTOR: DAVE KENNEY)**

Say hello to the next generation of cloud power services! You now have the power to work from virtually anywhere, anytime, and on any device with simple, familiar collaboration and communication solutions – all backed by the proven security and guaranteed reliability you expect.

### **FIRST STEPS INTO THE CLOUD (INSTRUCTOR: MARCIA BRYANT)**

Cloud Computing - learn to take services and tasks performed by our computers and bring them to the web. Attendees will get a brief introduction of cloud computing as a service, as a platform and as a system to operate successfully together.

### **COMBATTING VIRUSES, SPYWARE AND OTHER MALICIOUS SOFTWARE (INSTRUCTOR: MARK ARUDA)**

11 TIPS TO HELP PREVENT YOUR PC FROM BECOMING INFECTED BY A VIRUS, SPYWARE OR OTHER MALICIOUS SOFTWARE. ALSO, LEARN THE DIFFERENCE BETWEEN VIRUSES, WORMS, SPYWARE, ADWARE AND MORE.



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## ADOBE CREATIVE SUITE

### DISCOVER ADOBE PHOTOSHOP CS5 (INSTRUCTOR: JACK PARRY)

A live instructor will help you discover Adobe Photoshop CS5. You will learn what the software has to offer. In this webinar, you will learn Warp, Smart Objects, Layer Masks and other features. Join the instructor as he pushes pixels around and shows you how to do the same.



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## SOCIAL MEDIA IN BUSINESS

### INTRO TO WORDPRESS (INSTRUCTOR: WENDI WESTRATE)

WordPress.com is an excellent hosting platform to use when creating your first full-fledged blogging web site without any knowledge of web development code. It is free and easy to use and tasks like maintenance and updates are taken care of for you. This beginning course can help you learn about the features available on WordPress.com and how you can benefit creating your own web site using WordPress software.

#### Program Benefits:

Understanding these features can maximize your understanding and improve personal or professional website development.

#### Objectives:

- Understanding Blogs
  - What is a Blog?
  - What is WordPress.com?
- Getting Started
  - Features: Full Website, no cost, Go Social, Track visits
  - Sign-up at WordPress.com
- Understanding Admin Roles
  - Dashboard, Media, Links, Comments
  - Working with the Basics
  - Posts
  - Pages
  - Themes
  - WordPress.com Support

### GOOGLE+ "THE NEXT BIG THING?" (INSTRUCTOR: MARK ARUDA)

Finally Google, the search giant of the world wide web, has launched its contender Google+ in the world of social networking. The Google+ Project is a powerful answer to the social networking world currently dominated by Facebook and Twitter. The Project aims to make sharing on the web more like sharing in real life. Not only has it emphasized the basic, human way of socializing but also aims in safeguarding the privacy of the user, which was a major issue surrounding Facebook.

### CREATING AN IDENTITY IN THE DIGITAL AGE: THROUGH LINKEDIN (INSTRUCTOR: BOB GAYNOR)

Learn a recipe for a LinkedIn profile that will allow you to be seen and get results.

#### Objectives:

- How to create a customized account that is not like your competitors
- Customize your public URL
- Know keywords that recruiters or customer look for



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## IS YOUR BUSINESS LINKEDIN? (INSTRUCTOR: BOB GAYNOR)

LinkedIn is the premier networking site for business professionals. It is a giant data base of other professionals with 59 million members in the United States. It is the ideal network to find and be found by prospects, define your experience and capabilities, share your expertise and learn from others, and build a community around your business. If you are in the business-to-business market you need to be on LinkedIn, and this webinar will show you how to be successful.

## YOUR PROFESSIONAL ONLINE PROFILE (INSTRUCTOR: BOB GAYNOR)

Learn the steps to creating your professional online profile.

## SEARCH ENGINE OPTIMIZATION (SEO) (INSTRUCTOR: MARK ARUDA)

Search Engine Optimization (SEO) is an important part of Internet marketing. SEO increases the volume and quality of visitor traffic to your website by improving its search engine rank. This is accomplished by increasing the popularity of your website on the Internet. SEO is not an instant process and a website's rank generally improves over a period of time.

High search engine rank for keywords that are relevant to the content of your website and your area of expertise will lead to a steady flow of targeted and quality visitor traffic to your website who are looking for your product or services. It is a very well-known fact that increased visitor traffic can significantly affect your bottom line.

This webinar will show you step by step how to utilize SEO to increase revenue and traffic to your website and individual webpages.



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## HEALTH & WELLNESS

### WELLNESS WEBINAR - OFFICE UPPER BODY EXERCISES (INSTRUCTOR: KERRI-LYN FRANCIS)

Introduction to exercises you can do at your desk during the day. We discuss why the exercises are important and the dangers of not staying fit. This webinar focuses on the upper body.

### WELLNESS WEBINAR - OFFICE LOWER BODY EXERCISES (INSTRUCTOR: KERRI-LYN FRANCIS)

Introduction to exercises you can do at your desk during the day. We discuss why the exercises are important and the dangers of not staying fit. This webinar focuses on the lower body.



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## MOBILE DEVICES

### I'VE GOT A TABLET, NOW WHAT? (INSTRUCTOR: MARK ARUDA)

Hooked to your PC and smartphone and now your tablet of choice?

Objective:

- Learn the 5 reasons tablets are now so popular.
  - Portability
  - Productivity
  - Entertainment
  - Battery Life
  - Adaptability

### Using Digital Apps - Evernote (INSTRUCTOR: MARK ARUDA)

Evernote makes it easy to remember things big and small from your everyday life using your computer, phone, tablet and the web.

Key features of Evernote: \*Create text, photo and audio notes \*Clip web pages including text, links, and images \*Synchronize your notes across your devices \*Search for text within snapshots and images \*Web clipper feature to save images, text and links to explore...

Then share instantly using social media or email.

Learn the basic functions of Evernote App using an iOS or Android device to increase your efficiency and manage your time.

### APPLE WORLD: IMAC, IPHONE & IPAD (INSTRUCTOR: MARK ARUDA)

Apple reports Net Profit Increases 94% Year-over-Year. Learn about the four core Apple products that changed the face of the technology, music and publishing industries:

- Mac born in 1984
- iPod born in 2001
- iPhone born in 2007
- iPad born in 2010



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## OPERATING SYSTEMS

### WINDOWS 8 TROUBLESHOOTING (INSTRUCTOR: MARK ARUDA)

WINDOWS 8 FEATURES A LOT OF ENHANCEMENTS ON NOT ONLY THE DESKTOP EXPERIENCE, BUT THE TROUBLE SHOOTING EXPERIENCE TOO. WITH SUPERFAST BOOT AND SHUT DOWN TIMES, WINDOWS 8 WILL GET THE USER TO A USEABLE DESKTOP IN AS LITTLE AS 10 SECONDS.

EVERY USER HAS AT ONE POINT IN TIME EXPERIENCED A SYSTEM CRASH, BOOT ERRORS, OR JUST WISHED THEY COULD TAKE ALL THEIR DOCUMENTS AND SETTINGS, CLEAN WINDOWS AND HAVE A FRESH DESKTOP WITHOUT THE HOURS IT TAKES TO BACKUP AND TRANSFER ALL THEIR FILES.

WINDOWS 8 WILL SOLVE ALL THOSE PROBLEMS. MICROSOFT HAS ADDED A NEW METRO BOOT MENU FOR TROUBLED PCs AND TABLETS TO PERFORM SYSTEM RESTORES, IMAGE SYSTEM RECOVERY, A REPAIR TOOL, COMMAND PROMPT FOR ADVANCED USERS AND A NEW REFRESH OPTION.

### WINDOWS 7 OVERVIEW (INSTRUCTOR: MARK ARUDA)

It's time to think of the future. That future is Windows 7 – the newest version of Windows that enables businesses to help their users be more productive everywhere, to enhance their security and control, and to streamline the management of their PCs. Learn the basic features of Windows 7 and be proficient in managing all your tasks in seconds.



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## MICROSOFT OFFICE 2007

### EXCEL 2007 FORMULAS & FUNCTIONS (INSTRUCTOR: MARK ARUDA)

The magic of the Excel spreadsheet lies in its ability to crunch numbers and make sense of data. The heart of this magic lies in the formulas and functions that are used for this number crunching. In this lesson you will be introduced to creating and modifying basic formulas and functions in Excel. You will learn how to reference cells in formulas as well as how to use another automated feature of Excel, Autosum

### EXCEL 2007 CREATING PIVOT TABLES (INSTRUCTOR: MARK ARUDA)

Pivot Tables are an interactive table that can allow you to group and summarize large amounts of data in a concise, tabular format for easier reporting and analysis. Learn how to make a table that can sort, count, and total the data, and are available in a variety of spreadsheet programs. The reason they're called "pivot tables" is because you can drag and drop fields to "rotate" a summary field and create cross tabs.

### MANAGING OUTLOOK MESSAGES (INSTRUCTOR: MARK ARUDA)

Managing the abundance of email messages you exchange with colleagues and clients every day can be a difficult task. See how easy it is to do the things you want your Inbox messages to do. Learn the click and drag method to create one item into another, find any messages quickly and organize messages into folders. Use your messages to schedule tasks, set up meetings or create contacts, flag messages in your Inbox to create a To Do list, Color code messages using category labels that you create, Organize messages into groups with folders.

### WHAT CAN YOU DO WITH VISIO (INSTRUCTOR: MARK ARUDA)

Diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft® Office Visio® Professional 2007 has a host of features that are instrumental in creating pictorial representations of information. In this webinar, you will learn the essentials of Visio and basics of how you can use MS Visio.

### DIGITAL NOTEBOOKS: MAKE YOUR LIFE EASIER WITH ONENOTE 2007 (INSTRUCTOR: COURTNEY MARTIN-BOWERSOX)

Microsoft OneNote is an electronic version of a paper notebook where you can write down notes, thoughts, ideas, scribbles, reminders, and all kinds of other information. Unlike the notes in a paper notebook, Microsoft OneNote lets you add, move, and delete anything on its pages and in its sections. Learn to separate and organize your notes by subjects or projects, or keep separate notebooks for different places and interests.



# Webinar Guide 2014

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## REAL ESTATE

### REAL ESTATE – INVESTING (INSTRUCTOR: ANN THOMPSON)

The basics of commercial and residential Real Estate investing

### REAL ESTATE-HOW TO SELL YOUR HOME (INSTRUCTOR: ANN THOMPSON)

Join us to see how to understand your closing costs in a real estate transaction; along with who pays for what fees.



# Webinar Guide 2014

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## Live Schedule for Summer 2014

Making Sense of Social Media	Jennifer Stepniowski	TH	8/7/14	2:00pm	3:00pm
Adobe Real World Design	Jack Parry	TH	8/14/14	2:00pm	3:00pm
Resolving Workplace Conflict - DDI	Rhonda Hunter	TH	8/21/14	2:00pm	3:00pm
Become the Boss!	TBD	TH	8/28/14	2:00pm	3:00pm

