

## CBI Workshops Upcoming Programs June 2024

### **One on One Coaching with CBI**

On occasion, managers and leaders need the opportunity to gain an outside perspective on their performance and ability to engage employees. At CBI, we offer coaching services through our staff members who have extensive experience being the objective voice. We can help validate solid practice, challenge performance, and assist managers and leaders in taking their talents to the next level. Coaching plans are created for individuals based upon specific needs and are priced accordingly. For more information about our coaching services, please email [workforce@northampton.edu](mailto:workforce@northampton.edu).

### Effective Interactions

In the workplace, effective interaction skills are critical to building strong relationships, engaging people, and solving problems. This one-day interactive workshop focuses on two core skills: listening and assertive communication. You will self-assess and practice skills, explore the power of listening effectively and being direct, and plan for productive ways to engage people and get results.

**June 3**, 8am-4pm, \$289. Fowler Center, Room 605

[Learn more and register!](#)

### Managing the Performance of Others - Online

Performance appraisals and annual reviews are among the most dreaded management tasks. In this session, learn how to shift the focus from yearly performance appraisals and annual reviews to the broad spectrum of performance management. Among the topics explored: professional employee development, personal development training goals, cross-training, challenging assignments, and regular performance feedback.

**June 3-4**, 8am-Noon, \$289. Zoom platform

[Learn more and register!](#)

### Achieving Personal Effectiveness

High-performing organizations have focused employees who effectively manage their work and are resilient in the face of everyday challenges. In this interactive workshop, you'll explore professional and personal skills to help you function at your very best. This includes how to focus on what's important in your daily activities and self-care skills to manage stress and demands. You'll also be provided time to identify and practice skills: how to set goals, prioritize, manage activities and time, communicate with people, and find meaning in your work each day.

**June 5**, 8am-4pm, \$289. Fowler Center, Room 605

[Learn more and register!](#)

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### **Microsoft Excel Advanced - Online**

This online program is designed for experienced Excel users. The workshop will cover lookup and decision-making functions, auditing and error-handling, date and text functions, what-if-analysis, and macros. Offered in a convenient online format via Zoom, so internet access is required. Two 4-hour sessions.

**June 5-6**, 8am-Noon, \$269. Zoom platform

[Learn more and register!](#)

### **Leading in a DEI Culture**

As a leader, you are charged with creating both personal practice and a model of behavior that supports equity in an inclusive, diverse community. This session provides clear definition of the terms and challenge of creating / maintaining a productive, desirable workplace.

**June 19**, 8am-4pm, \$359. Fowler Center, Room 605

[Learn more and register!](#)

### **Microsoft Excel Intermediate Seminar**

On ground workshop. Advance your skills in Microsoft Excel. Topics covered include advanced formulas, lookup functions, organizing worksheet data with tables, utilizing charts, PivotTables, slicers and PivotCharts. Prerequisite: Excel Beginner Seminar (EXBEG100) or equivalent knowledge.

**June 26**, 8am-4pm, \$269. Fowler Center, Room 635

[Learn more and register!](#)

**Thank you for supporting NCC & CBI!**