

Virtual Trainings for the Modern Workforce – Summer 2021

Register Online: www.northlandcollege.edu/wdsclasses

New Supervisor Skills Workshop

Develop the leadership skills you need to transition into a supervisor role, whether you've recently moved into a supervisor role, you wish to improve your skills, or you want to prepare for a future supervisor role. Learn how to move from peer to supervisor, set expectations, assign and delegate work, resolve conflict and provide feedback in a way that supports and motivates your team. You'll also discover and build on your personal strengths, influence, and leadership style through assessments and interactive activities.

Wednesdays, 6/16-7/7, 8am-Noon | 4 weeks | \$349 | Instructor: Tom Moore | Min. Students: 6 | Register by: 6/2

Excel Special Features: Intro to the Data Model & Power Pivot – NEW!

Power Pivot is an Excel add-in you can use to perform powerful data analysis and create sophisticated data models. With Power Pivot, you can mash up large volumes of data from various sources, perform information analysis rapidly, and share insights easily. This class will cover working with the Data Model, linking tables to Power Pivot, basic DAX functions, understanding evaluation contexts, building table relationships, creating Pivot Tables from the Data Model, and more. Prior Pivot Table experience required.

Thursday, 6/10, 8am-12pm | \$99 early bird thru 5/27 | Instructor: Bob Bruce | Max Class Size: 12 (including Bundle) | Register by: 6/3

Excel Special Features: Get & Transform aka Power Query – NEW!

Get & Transform will change the way you use Excel by eliminating a lot of unnecessary steps and reducing your project time by hours or even days! Excel includes a powerful set of features called Get & Transform, which provides fast, easy data gathering and shaping capabilities. Get & Transform enables you to connect, combine, and refine data sources to meet your analysis needs. These features are also used in Power BI, and in the Power Query Add-In available for previous versions of Excel. This training is recommended for past attendees of Excel Level 1 & 2, and those with familiarity with VLOOKUP.

Thursday, 6/10, 1-5pm | \$99 early bird thru 5/27 | Instructor: Bob Bruce | Max Class Size: 12 (including Bundle) | Register by: 6/3

Excel Special Features: Discount Bundle – NEW!

Take your Excel skills to the next level with our Special Features workshop discount bundle! First, learn how to use Power Pivot to mash up large volumes of data from various sources, perform information analysis rapidly, and share insights easily. Then learn how to use Power Query to import data from many different sources and then clean, transform and reshape your data as needed.

Thursday, 6/10, 8am-12pm & 1-5pm | \$180 | Instructor: Bob Bruce | Max Class Size: 12 per level | Register by: 6/3

Excel Level 1: Practical Excel

Gain the foundational knowledge you need to start using Microsoft Excel. Learn to navigate, manage, create formulas and use basic functions in worksheets. Training will cover: Getting started: Exploring the Microsoft Excel environment; Navigating, managing worksheets, and views; Worksheet layout, entering and modifying data; Creating formulas and using basic functions; Formatting cells, themes and cell styles; and Printing worksheets.

Thursday, 6/17, 8am-12pm | \$99 early bird thru 6/3 | Instructor: Bob Bruce | Max Class Size: 12 (including Bundle) | Register by: 6/10

Excel Level 2: Working with Data

Learn how to understand, filter and sort different types of data in Microsoft Excel. You will also learn advanced formulas and utilize the Data Model with pivot tables. Training will cover: Understanding types of data in Excel; Filtering and sorting; Excel tables; Advanced Formulas: logic and summarizing functions (COUNTIF, SUMIF, AVERAGEIF, VLOOKUP); Pivot tables and pivot charts; and Using the Data Model with pivot tables.

Thursday, 6/17, 1-5pm | \$99 early bird thru 6/3 | Instructor: Bob Bruce | Max Class Size: 12 (including Bundle) | Register by: 6/10

Excel Level 1 & 2: Discount Bundle

Gain the foundational knowledge you need to start using Microsoft Excel. Learn to navigate, manage, create formulas and use basic functions in worksheets. Then learn how to understand, filter and sort different types of data in Microsoft Excel. You will also learn advanced formulas and utilize the Data Model with pivot tables.

Thursday, 6/17, 8am-12pm (Level 1) & 1-5pm (Level 2) | \$180 | Instructor: Bob Bruce | Max Class Size: 12 per level | Register by: 6/10

Building a Dynamic Team – NEW!

As a business owner, supervisor, or manager, you understand that your success depends in part on the success of the employees on your team. Having engaged and energetic employees will help your organization to achieve higher productivity and growth. By understanding the key components to Building a Dynamic Team, you will be better positioned to achieve new levels of success in 2021! In this 2-hour interactive class we will discuss: Recruiting and Hiring All Star Players; Your Role as a Coach; Building and Maintaining Team Chemistry; and Effective Timeouts, 3 Strikes, and Personnel Changes.

Thursday, 7/15, 11am-1pm | \$125 | Instructor: Natalie Remund | Min. Students: 9 | Register by: 7/5

Registration Questions: Call 218-683-8649 or email wds@northlandcollege.edu

