Keep Educating Yourself
The KEY to Success
Jan - Mar 2016

JANUARY
27 OH MY WORD (NOVICE) 8AM-5PM PDC, RM 103
27 CAL OSHA 8AM-5PM PDC, RM 101 FULL

FEBRUARY
3RD, 17TH, 24TH CAL OSHA 8AM-5PM PDC, RM 101 FULL
8 PUBLIC SPEAKING 8AM-5PM PDC, RM 101
24 EXCEL (NOVICE) 8AM-5PM PDC, RM 101

MARCH
14 ALL ABOUT THE BENNY’S 9:30 AM-10:30 AM PDC, RM 103
24 EXCEL (JEDI LEVEL) 8AM-5PM PDC, RM 101

CLICK HERE TO REGISTER FOR WORKSHOPS
CONTACT SECRET BROWN WITH COMPLIMENTS, PRAISE OR QUESTIONS
AT 909-382-4048
**Excel** (novice & Jedi): Microsoft Excel is the standard spreadsheet application for both the business world and personal use. Excel is a powerful tool to build spreadsheets for organizing, visualizing, and calculating your data. This basic introduction to Excel is a precursor to follow up workshops to help you get a solid handle on how to make the power of Excel work for you.

Upon completion participants will learn the basics to Excel and have strong tools to build upon with follow up workshops for intermediate Excel. Upon completion of the (Jedi/Advance) users will be able to navigate advanced formulas and spreadsheets with ease.

**OH MY WORD (MS Word novice):** This workshop is aimed at helping users to feel more comfortable using Wordy by addressing some it most common and useful functions. The goal is for users to be able to word process, save, print, and manage your files more effectively.

**CAL OSHA TRAINING:** In California, every employer has a legal obligation to provide and maintain a safe and healthful workplace for employees, according to the California Occupational Safety and Health Act of 1973.

As of 1991, a written, effective Injury and Illness Prevention (IIP), Program is required for every California employer. The Occupational Safety & Health Administration (CAL/OSHA) 30 training and certification provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. It is taught by an OSHA-authorized trainer.

**TIME MANAGEMENT:** Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase efficiency or productivity. How will this benefit you? Upon completion you will be able to: Plan and prioritize each day’s activities in a more efficient manner. Overcome procrastination. Handle crises effectively and quickly. Organize their workspace and workflow to make better use of time. Delegate more efficiently. Plan meetings more appropriately and effectively.

**ALL ABOUT THE BENNY’S** (Know You Benefits): As a SBCCD employee, rather faculty, management or staff you have several benefits available to you. The Human Resource department will walk you through your various benefits as it relates to health and district incentives and bargaining agreements.

**LEADING ACROSS GENERATIONS:** Great leaders tap into the unique contributions of each generation and bridge the gaps in the workplace. Upon completion participants will have a better understanding of specific differences between the four generations and some proven techniques to better communicate.

**PUBLIC SPEAKING:** Today, every organization — in every industry or non-profit arena — needs employees who can tell its story and speak about its achievements, goals, and mission. And every employee — whatever their occupation or level — can benefit from the ability to speak clearly, confidently and concisely to customers, clients, colleagues, constituents, direct reports, higher-ups, board members, elected officials, and the media. Participants will gain the skills to speak more confidently in professional settings and presentations.