



# What are your goals for 2018?

Do you want to be more efficient this year? Take our **FREE Skills Assessment** to determine where training may be needed. Contact us today to get started!

	January		February		March		April		May		June	
<b>&lt;&lt; Business Skills</b>	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou
Better Business Writing	3	24	26	1	26	1	13	6	1	15	21	18
Change Management	8	12	14	13	14	13	9	30	25	10	14	25
Communication Skills for Leaders	3	15	2	28	2	28	6	16	30	3	8	15
Conflict Management	25	26	12	14	30	14	5	2	11	1	19	1
Customer Service - Listening, Responding & Resolving	31	5	26	2	23	2	11	5	7	31	20	27
Excellence In Supervision	3	30	12	6	12	6	4	18	9	2	5	19
Learning to Lead	12	8	2	19	2	19	13	30	17	16	8	13
Motivating at Work	31	2	26	12	26	29	23	24	4	31	15	25
Organizing Your Work Space	19	22	7	2	7	2	5	2	21	30	7	22
Phone Courtesy & Customer Service	30	15	23	5	23	5	2	26	7	14	11	19
Presentation Skills	25	4	9	19	9	19	19	11	16	7	7	18
Problem Solving for Teams	23	3	27	7	27	7	25	4	2	22	1	4
Stress Management	9	31	12	28	12	8	12	25	18	30	18	11
Systematic Succession Planning	30	19	22	7	22	23	13	20	31	17	22	28
Time Management	5	16	13	9	13	9	6	24	24	10	26	21
<b>&lt;&lt; Spreadsheets</b>	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou
Excel 2016 Part 1	2	4	1	2	12	13	6	10	1	9	8	6
Excel 2016 Part 2	17	18	8	13	20	22	16	19	15	18	13	12
Excel 2016 Part 3	26	25	23	22	26	29	24	26	24	29	25	27
Excel Data Analysis-PowerPivot	31	30	26	23	29	30	25	27	25	31	29	28
<b>&lt;&lt; Email</b>	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou
Outlook 2016 Part 1	19	5	8	1	8	1	9	3	4	9	5	1
Outlook 2016 Part 2	30	24	26	6	26	6	20	24	14	21	12	15
<b>&lt;&lt; 2016 Office Transition</b>	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou
Transitioning from 2007/2010 to Office 2016	26	18	9	15	9	15	25	20	23	3	22	12
<b>&lt;&lt; Financial</b>	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou
QuickBooks	12	19	16	21	16	21	27	20	18	3	29	28



## Learn to Lead

Most managers would prefer to be known as excellent leaders rather than excellent managers.

Upon completion of this course, you will understand the sources of leadership power, the primary ways to handle resistance to change, the difference between managers and leader/managers, and developing and communicating your vision.

## Upcoming Classes:

January		February	
Lex	Lou	Lex	Lou
12	8	2	19
March		April	
Lex	Lou	Lex	Lou
2	19	13	30
May		June	
17	16	8	13

# Course Schedule

	January		February		March		April		May		June	
<< Databases / Forms	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou
Access 2016 Part 1	10	2	1	6	1	6	4	12	2	7	1	4
Access 2016 Part 2	18	9	9	15	9	15	12	19	10	16	8	14
Access 2016 Part 3	25	23	22	23	23	29	18	26	17	25	22	29
Crystal Reports Level 1	8-9	4-5	13-14	8-9	13-14	8-9	3-4	9-10	1-2	9-10	14-15	6-7
Crystal Reports Level 2	15-16	11-12	20-21	15-16	20-21	15-16	12-13	17-18	16-17	22-23	21-22	18-19
SQL - Fundamentals of Querying	10	24	15	27	15	27	10	19	24	10	7	21
SQL - Advanced Querying	11	25	16	28	16	28	11	20	25	11	8	22
<< Microsoft Windows	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou
Windows 7 Basic	11	8	28	20	28	20	12	26	8	3	21	11
Windows 10 Transition from Windows 7	16	17	12	14	12	14	17	18	23	11	28	29
<< Word Processing	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou
Word 2016 Part 1	11	4	5	7	5	8	3	5	10	15	1	6
Word 2016 Part 2	22	9	14	15	14	22	10	16	16	22	13	20
Word 2016 Part 3	29	25	21	22	21	29	17	26	30	29	26	29
<< SharePoint	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou
SharePoint 2013 Site User	5	15	9	16	9	16	17	23	4	9	5	11
SharePoint 2013 Site Owner	16	22	15	20	15	23	18	24	11	22	12	18
SharePoint 2013 Administrator	26	29	22	28	21	28	19	25	18	30	19	29
SharePoint Found. 2010: Basic	22	10	6	15	6	15	3	16	1	15	14	5
SharePoint Found. 2010: Adv.	23	11	7	16	7	16	4	17	8	23	15	6
SharePoint Designer 2007: Level 1	10	16	13	20	13	20	24	26	2	17	26	18
SharePoint Designer 2007: Level 2	11	17	14	21	14	21	25	27	8	29	27	20
SharePoint Services 3.0: Basic	8	12	26	19	26	29	11	17	14	18	5	7
SharePoint Services 3.0: Adv.	18	24	27	20	27	30	12	18	21	30	20	28
<< Project Management	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou
Project 2016 Part 1	5	15	20	9	21	19	6	11	2	3	11	22
Project 2016 Part 2	9	22	21	23	30	30	13	30	14	16	20	27
Project Management Workshop	8-10	17-19	12-14	26-28	12-14	28-30	9-11	23-25	14-16	21-23	11-13	5-7
Integrated Project Management Using Microsoft Project 2016	2-4	8-10	26-28	12-14	28-30	12-14	23-25	9-11	9-11	1-3	18-20	26-28
Project Management Essentials	19	29	7	5	7	5	20	27	25	15	20	12
<< Graphics	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou
Acrobat X Professional Level 1	9	2	19	13	19	13	10	3	8	22	14	4
Acrobat X Professional Level 2	18	15	27	22	27	22	19	16	9	23	25	18
Illustrator CS6 Part 1	24	4	15	1	15	1	3	9	11	7	11	6
Illustrator CS6 Part 2	29	26	20	21	20	21	11	23	18	14	26	14
InDesign CS6 Part 1	2	16	8	19	8	19	23	5	3	17	13	11
InDesign CS6 Part 2	10	23	14	27	14	27	30	27	16	21	21	15
Photoshop CS6 Part 1	11	8	13	5	13	5	5	3	3	1	5	7
Photoshop CS6 Part 2	19	9	19	22	30	22	13	16	8	14	27	21
PowerPoint 2016 Part 1	17	23	16	8	16	8	12	9	15	3	7	6
PowerPoint 2016 Part 2	23	30	23	20	23	20	23	10	29	22	19	19
Visio 2010 Level 1	15	4	5	6	5	6	10	4	8	21	12	13
Visio 2010 Level 2	22	12	28	21	28	21	17	30	23	29	15	14
<< Web Design	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou	Lex	Lou
Flash CS6 Part 1	10-11	4-5	1-2	12-13	1-2	12-13	16-17	19-20	1-2	14-15	12-13	7-8
Flash CS6 Part 2	17-18	23-24	8-9	20-21	8-9	20-21	23-24	26-27	24-25	22-23	18-19	25-26



## Workplace Violence & Active Shooter Training

Did you know that the majority of active shooter situations happen in businesses? Do you have a workplace violence plan? Have your employees been trained?

*ExecuTrain of Kentucky offers workplace violence consultations and training!*

Our instructor has more than 20 years in law enforcement, 13 years in corporate security, and over 2000 training hours in critical incident management.

This interactive training covers workplace violence trends, planning and response tactics, human resource considerations, mitigation of events, and more!

**Coming Soon!**

**1/2 Topic-driven DAY Courses!**

Focus your attention on what you really need to know without missing a full day at the office.

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