



How it feels to attend **LIVE** training
from your office.

ExecuTrain's Live Online Campus

Finally, you have the freedom to learn from anywhere.

ExecuTrain's Live Online Campus offers LIVE classes with an expert instructor leading and engaging you through all of the course content. You and your class peers interact with the instructor and each other in ways that capture your attention and promote retention. It's the ideal way to get the benefits of a physical class without the time and expense involved in traveling to a class location.

Live, real-time virtual instruction is ideal for distributed workforces. Employees from anywhere can register and participate in training.

Benefits of Live Online Classes

- **Save money** with affordable class pricing and no travel expenses
- **Save time.** The class comes to you!
- **Learn more** in a place where you're comfortable and can avoid distractions
- **No setup required**, just access to high-speed Internet
- **Learning that engages** you with real-time interaction with instructors and peers
- **Choose what you need to learn** from a wide range of classes

We've added a large selection of our courses to the virtual schedule. For more information, email us at info@et-ky.com.

ExecuTrain of Kentucky Q4 2019 Schedule

Desktop Applications Schedule		October			November			December		
Business Skills	Days	Lex	Lou	Virtual	Lex	Lou	Virtual	Lex	Lou	Virtual
Better Business Writing	1	28	15	4	21	18	X	13	6	4
Change Management	1	25	10	X	14	25	15	9	30	X
Communication Skills for Leaders	1	30	1	2	8	15	X	6	16	2
Conflict Management	1	11	9	X	19	1	6	5	4	X
Customer Service - Listening, Responding & Resolving	1	7	31	X	20	27	4	16	5	X
Excellence In Supervision	1	9	2	10	5	19	X	2	18	10
Learning to Lead	1	17	16	17	8	13	X	13	30	17
Motivating at Work	1	4	31	X	15	25	27	23	17	X
Organizing Your Work Space	1	21	30	X	7	22	1	5	2	X
Phone Courtesy & Customer Service	1	7	14	X	11	19	5	3	26	X
Presentation Skills	1	16	7	X	7	18	25	19	11	X
Problem Solving for Teams	1	2	22	15	1	4	X	4	3	19
Stress Management	1	18	30	X	18	11	14	18	6	X
Systematic Succession Planning	1	31	17	X	22	14	6	13	17	X
Time Management	1	24	10	23	26	21	X	6	26	23
Leadership Skills for Women	1	1	8	X	22	14	13	4	13	X
Databases / Forms	Days	Lex	Lou	Virtual	Lex	Lou	Virtual	Lex	Lou	Virtual
Access Part 1	1	2	7	3	1	4	X	4	12	3
Access Part 2	1	10	16	15	8	14	4	12	19	23
Access Part 3	1	17	25	X	22	27	11	18	26	X
Crystal Reports Level 1	2	2-3	9-10	X	14-15	6-7	X	3-4	9-10	X
Crystal Reports Level 2	2	16-17	22-23	X	21-22	18-19	X	12-13	17-18	X
SQL - Fundamentals of Querying	1	24	10	21	7	21	X	10	19	12
SQL Advanced Querying	1	25	11	22	8	22	X	11	20	13
Spreadsheets	Days	Lex	Lou	Virtual	Lex	Lou	Virtual	Lex	Lou	Virtual
Excel Part 1	1	2	9	7	8	6	7	2	9	6
Excel Part 2	1	15	18	11	13	12	15	18	16	11
Excel Part 3	1	24	29	18	25	20	20	23	26	18
Excel Programming with VBA	3	2-4	23-25	X	5-7	13-15	25-27	9-11	18-20	X
Excel Data Analysis with PivotTables	0.5	25	31	24	26	27	21	12	27	19
Excel Data Analysis with PowerPivot	0.5	25	31	24	26	27	21	12	27	19
Graphics	Days	Lex	Lou	Virtual	Lex	Lou	Virtual	Lex	Lou	Virtual
Acrobat Professional Level 1	1	8	22	X	14	4	X	10	3	X
Acrobat Professional Level 2	1	9	23	X	25	18	X	19	16	X
Illustrator Part 1	1	11	7	X	11	6	X	3	9	X
Illustrator Part 2	1	18	14	X	26	14	X	11	23	X
InDesign Part 1	1	3	17	X	13	11	X	23	5	X
InDesign Part 2	1	16	21	X	21	15	X	30	27	X
Photoshop Part 1	1	1	4	X	5	7	X	5	3	X
Photoshop Part 2	1	8	14	X	27	21	X	13	16	X
PowerPoint Part 1	1	15	1	X	7	6	X	12	9	X
PowerPoint Part 2	1	29	22	X	19	19	X	23	10	X
Visio Level 1	1	8	21	28	12	13	X	10	27	26
Visio Level 2	1	23	29	29	15	14	X	17	30	27
Word Processing	Days	Lex	Lou	Virtual	Lex	Lou	Virtual	Lex	Lou	Virtual
Word Part 1	1	4	9	14	1	6	6	2	5	6
Word Part 2	1	14	21	22	13	20	18	10	16	20

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Word Part 3	1	24	28	30	26	25	26	17	26	30
Email	Days	Lex	Lou	Virtual	Lex	Lou	Virtual	Lex	Lou	Virtual
Outlook Part 1	1	1	17	X	5	1	4	9	2	X
Outlook Part 2	1	8	28	X	12	15	5	20	11	X
Project Management	Days	Lex	Lou	Virtual	Lex	Lou	Virtual	Lex	Lou	Virtual
Project Part 1	1	10	3	2	11	22	X	6	11	2
Project Part 2	1	14	16	16	20	27	X	13	30	16
Project Management Workshop	3	14-16	21-23	X	11-13	5-7	X	9-11	16-18	X
Integrated Project Management Using Microsoft Project	3	9-11	1-3	X	18-20	25-27	20-21	17-19	9-11	X
Project Management Fundamentals	1	25	15	X	20	12	19	20	27	X
Microsoft Windows	Days	Lex	Lou	Virtual	Lex	Lou	Virtual	Lex	Lou	Virtual
Windows 7 Basic	1	8	4	X	21	11	X	12	26	X
Microsoft Windows 10: Transition from Windows 7	1	23	11	X	20	13	1	17	18	X
Financial	Days	Lex	Lou	Virtual	Lex	Lou	Virtual	Lex	Lou	Virtual
QuickBooks	1	18	3	X	8	18	X	27	20	X
Web Design	Days	Lex	Lou	Virtual	Lex	Lou	Virtual	Lex	Lou	Virtual
Flash Part 1	2	2-3	14-15	X	12-13	7-8	X	16-17	11-12	X
Flash Part 2	2	24-25	22-23	X	18-19	25-26	X	26-27	19-20	X
NEW Classes	Days	Lex	Lou	Virtual	Lex	Lou	Virtual	Lex	Lou	Virtual
Office 365 - 1/2 day Session	0.5	23	3	1	22	12	5	4	20	9
Microsoft Teams - 1/2 day Session	0.5	23	3	1	22	12	5	4	20	9
SharePoint	Days	Lex	Lou	Virtual	Lex	Lou	Virtual	Lex	Lou	Virtual
SharePoint Site User	1	4	9	X	5	18	13	17	9	X
SharePoint Site Owner	1	11	22	X	12	25	14	18	10	X