

Monte Ajuha College of Business Professional Development Center

Proposed West Center Course Dates - Fall 2014

**To register visit: www.csuohio.edu/business/professionaldevelopment/
Questions? Contact the Professional Development Center at 216.687.6957**

9/11/2014	6p-9p	SHRM LS for PHR/SPHR Orientation
9/25/2014	6p-9p	SHRM LS for PHR/SPHR Module 1
9/25/2014	8:30a-4:30p	Visioning Success: Retooling Negative Self-Fulfilling Prophecies
9/25/2014	8:30a-4:30p	Integrated Strategic Lean Leadership Certificate Day 1
9/26/2014	8:30a-12:30p	All-Star Branding
9/30/2014	8:30a-4:30p	Excel Introduction
10/2/2014	6p-8p	SHRM LS for PHR/SPHR Module 2
10/2/2014	8:30a-4:30p	Emotional Intelligence Day 1
10/2/2014	8:30a-4:30p	Access Introduction
10/3/2014	8:30a-12p	Strategic Selling Day 1
10/3/2014	8:30a-12p	SHRM Essentials Day 1
10/8/2014	8:30a-4:30p	Technical Writing Foundations
10/9/2014	6p-8p	SHRM LS for PHR/SPHR Module 2
10/9/2014	8:30a-4:30p	Emotional Intelligence Day 2
10/10/2014	8:30a-12p	SHRM Essentials Day 2
10/10/2014	8:30a-4:30p	Time Management Day 1
10/10/2014	8:30a-12p	Strategic Selling Day 2
10/14/2014	8:30a-4:30p	Connected Leadership: From Stress to Success Day 1
10/14/2014	8:30a-4:30p	Project Management Essentials Day 1
10/15/2014	8:30a-4:30p	Project Management Essentials Day 2
10/16/2014	8:30a-4:30p	Project Management Essentials Day 3
10/17/2014	8:30a-12p	SHRM Essentials Day 3

Additional course offerings continued on next page.

10/17/2014	8:30a-4:30p	Time Management Day 2
10/17/2014	8:30a-4:30p	Microsoft Project I
10/21/2014	8:30a-4:30p	Connected Leadership: From Stress to Success Day 2
10/21/2014	8:30a-4:30p	Creating a High Performance Team Day 1
10/21/2014	8:30a-4:30p	Social Media for Business Day 1
10/23/2014	6p-9p	SHRM LS for PHR/SPHR Module 3
10/23/2014	8:30a-4:30p	Integrated Strategic Lean Leadership Certificate Day 2
10/23/2014	8:30a-4:30p	Effective Writing for Business
10/23/2014	8:30a-4:30p	SQL I Day 1
10/24/2014	8:30a-12p	SHRM Essentials Day 4
10/28/2014	8:30a-4:30p	Creating a High Performance Team Day 2
10/28/2014	8:30a-4:30p	The New Supervisor: Leadership Training Day 1
10/28/2014	8:30a-4:30p	Social Media for Business Day 2
10/30/2014	6p-8p	SHRM LS for PHR/SPHR Module 4
10/30/2014	8:30a-4:30p	SQL II Day 2
10/30/2014	8:30a-4:30p	Generational Competency and the Bottom Line Day 1
10/31/2014	8:30a-12p	SHRM Essentials Day 5
11/4/2014	8:30a-4:30p	Excel Intermediate
11/4/2014	8:30a-4:30p	The New Supervisor: Leadership Training Day 2
11/6/2014	6p-8p	SHRM LS for PHR/SPHR Module 4
11/6/2014	8:30a-12:30p	Generational Competency and the Bottom Line Day 2
11/7/2014	8:30a-12p	Customer Service Essentials
11/11/2014	8:30a-4:30p	Connected Leadership: Making Ethical Decisions
11/11/2014	8:30a-4:30p	PMP Exam Prep Day 1
11/12/2014	8:30a-4:30p	Crafting Policies and Procedures
11/12/2014	8:30a-4:30p	PMP Exam Prep Day 2
11/13/2014	8:30a-4:30p	PMP Exam Prep Day 3
11/13/2014	8:30a-4:30p	Access Intermediate
11/14/2014	8:30a-4:30p	MS Project II

Additional course offerings continued on next page.

11/20/2014	6p-9p	SHRM LS for PHR/SPHR Module 5
11/20/2014	8:30a-4:30p	Integrated Strategic Lean Leadership Certificate Day 3
11/20/2014	8:30a-4:30p	SQL II
11/20/2014	8:30a-4:30p	Writing and Editing for the Web
11/21/2014	8:30a-4:30p	Managing Difficult Conversations
12/2/2014	8:30a-4:30p	Excel Advanced
12/2/2014	8:30a-4:30p	Conflict Resolution: Resolving Conflict in the Workplace
12/3/2014	8:30a-4:30p	Facilitation Skills Day 1
12/3/2014	8:30a-4:30p	Evaluating your Documents
12/4/2014	6p-9p	SHRM LS for PHR/SPHR Module 6
12/4/2014	8:30a-4:30p	Access Advanced
12/10/2014	8:30a-4:30p	Facilitation Skills Day 2
12/11/2014	8:30a-4:30p	Integrated Strategic Lean Leadership Certificate Day 4
12/12/2014	8:30a-4:30p	Dealing with Difficult People

Additional course offerings continued on next page.