

# E-Toolkit

## FOR TODAY'S PROFESSIONAL



CENTER FOR PROFESSIONAL STUDIES

## Move to the **next level** of your career after just **12 weeks**.

All without spending a lot of time in a classroom, or accruing a big debt.

### Built for adult learners looking to move ahead

Achieve your professional goals and gain the appropriate knowledge needed to set you up for success in today's fast-paced work environment. You can develop the skills you need to move forward as a successful professional in 12 weeks without stepping out of your current job or responsibilities. Learning the latest software applications, communication tools, and leadership skills will make you more efficient, effective, and ready for the next level. This condensed program has a practical focus and guides you through key, up to date essentials to enhance your future prospects.

### Designed for the way people work today

With the **E-Toolkit for Today's Professionals**, you can combine real-world business experience and higher level education:

- **Maximize** your use of Microsoft Office Suite programs like Excel, Word, and PowerPoint to create professional- looking documents,
- **Master** Google Drive programs like Docs, Sheets, and Slides,
- **Employ** different social media channels to reach a broader audience and drive the results you are looking for,
- **Hone** your management skills with Supervisor Development and Guest Service Excellence Boot Camps.

### Classes with immediate applications to your work

Classes are taught by experienced, working instructors who have the knowledge, skill, and passion to help you reach your goals. What you learn can be applied to your work immediately for better results.

#### Learning Objectives

- Communicate and collaborate more effectively as a business professional,
- Speak the same language as everyone else in your field by knowing the set of common programs,
- Operate more efficiently so you can be more productive,
- Troubleshoot whatever issues arise and know where you can always turn for help if you get stuck.

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**\$1,499** — without college credit  
*For credit option also available.*

**Starting September 8, 2020**  
**For information, or to register:**

**[NorthernVermont.edu/etoolkit](http://NorthernVermont.edu/etoolkit)**

**or contact:**

CPSDirector@NorthernVermont.edu  
802.626.4867

<b>Microsoft Word for Professionals</b> Go beyond the basics of word processing and master the more advanced features of Microsoft Word.	<b>4 Hours</b> September 8 September 15 5:30 p.m. - 7:30 p.m.
<b>PowerPoint for Professionals</b> Build the best PowerPoint slides and a winning presentation.	<b>2 Hours</b> September 22 5:30 p.m. - 7:30 p.m.
<b>Microsoft Excel Specialist for Professionals</b> Produce, edit, format, and print spreadsheets like a pro in Microsoft Excel.	<b>6 Hours</b> September 29 October 6 5:30 p.m. - 8:30 p.m.
<b>Google Drive Apps (Online)</b> Master Google Docs, Sheets, and Slides and collaborate with others.	<b>6 Hours</b> October 13 October 20
<b>Finance Essentials (Online)</b> The finance skills you need to tackle the challenges and opportunities that lie ahead.	<b>3 Hours</b> October 27 5:30 p.m. - 8:30 p.m.
<b>Social Media as Your Ally (Hybrid)</b> Designed for those wanting to maximize use of social media for better, more engaging communication that sees results.	<b>9 Hours</b> November 10 November 17 (online) November 24 5:30 p.m. - 8:30 p.m.
<b>Supervisor Development Boot Camp</b> Supervisors will learn how to do their jobs better, build confidence and self-esteem, better understand their multiple responsibilities, and solve everyday workplace problems. (includes working lunch)	<b>16 Hours</b> November 6 November 7 9 a.m. - 4 p.m.
<b>Guest Service Excellence</b> Move beyond the standard guest service training and get recognized for implementing and achieving service that earns you loyal guests that return again and again.	<b>4 Hours</b> November 8 9 a.m. - 1 p.m.