



## **Customized Training Programs**

*Programs are designed in partnership with you, delivered on your premises at times determined by you. Group or individual sessions. Tell us what you need.*

### **Computer Training**

Microsoft Office – Word, Excel and PowerPoint (Basic, Intermediate and Advanced Levels)

Time Saver Excel Tips

Windows File/Folder Management

Windows 10 Operating Systems

QuickBooks

Email Etiquette

### **Supervisory Training**

Communication and Leadership Improvement

Transitioning from Peer to Supervisor

Enhancing Leadership for Performance

How to make Effective Decisions to Be More Productive

Building Leadership Opportunities into Your Career

New Trends in Leadership

Addressing Substandard Performance

Dealing with Difficult People

Managing Conflict and Building Effective Communication

Setting Company/Department Culture and How to Create Buy-in

Five Generations in the Workplace

Mentor Relationships

New Rules of Performance Reviews

Effectiveness of Utilizing Emotional Intelligence

Diversity Training

Customized Training Program Contact:

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