

Advanced Technology

COURSE NAME	LOCATION	DATES	DAY	TIME	DEADLINE
Basics of Lathe in Mastercam	In-Person Canyon	July 8 <u>AND</u> July 10	T & Th	5:00 pm – 9:00 pm	July 1, 2025

Computer Skills

COURSE NAME	LOCATION	DATES	DAY	TIME	DEADLINE
Microsoft PowerPoint: Designing Impactful Presentations	In-Person Valencia	June 26	Th	5:00 pm – 9:00 pm	June 23, 2025
Microsoft Word: Advanced Document Creation and Collaboration	In-Person Valencia	July 1	T	5:00 pm – 9:00 pm	June 24, 2025
AI Essentials for Office Professionals	Zoom	July 17	Th	5:00 pm – 7:00 pm	July 10, 2025
Microsoft Project: Planning and Tracking Projects	In-Person Valencia	July 24	Th	5:00 pm – 9:00 pm	July 24, 2025
Microsoft Outlook & OneNote: Mastering Email, Organization, & Productivity	In-Person Valencia	July 31	Th	5:00 pm – 9:00 pm	July 31, 2025
Microsoft Excel: Pivot Tables	In-Person Valencia	August 7	Th	5:00 pm – 9:00 pm	August 7, 2025

Manufacturing Skills

COURSE NAME	LOCATION	DATES	DAY	TIME	DEADLINE
Applied Mathematics: Mathematics for Machine Technology <i>Module 1: Adding/Subtracting Fractions & Mixed Numbers</i>	In-Person Valencia	July 9	W	5:00 pm – 9:00 pm	July 2, 2025
Applied Mathematics: Mathematics for Machine Technology <i>Module 2: Multiplying/Dividing Fractions & Mixed Numbers</i>	In-Person Valencia	July 16	W	5:00 pm – 9:00 pm	July 9, 2025

**For more information and course costs, please visit our website at www.canyonsworkforce.org/eti-training
or contact: Jocey Hogan | Jocey.Hogan@canyons.edu | 661-362-5657**

Continuous Improvement

COURSE NAME	LOCATION	DATES	DAY	TIME	DEADLINE
Delegating for Improved Productivity & Employee Development	Zoom	June 30	M	5:00 pm – 9:00 pm	June 23, 2025
Communication Strategies for People Styles at Work	Zoom	July 7	M	5:00 pm – 9:00 pm	June 30, 2025
Developing and Leading High-Trust Teams	Zoom	July 14	M	5:00 pm – 9:00 pm	July 7, 2025
Quality Service Strategies: Attention to Detail	Zoom	July 16 <u>AND</u> July 23	W	5:00 pm – 9:00 pm	July 9, 2025
Crucial Conversations: Learn Optimal Discussion Strategies When the Stakes are High	Zoom	August 6 <u>AND</u> August 13	W	5:00 pm – 9:00 pm	July 30, 2025
Emotional Intelligence at Work	Zoom	August 11 <u>AND</u> August 18	M	5:00 pm – 9:00 pm	August 4, 2025
Managing Priorities, Projects, and Deadlines	Zoom	August 20 <u>AND</u> August 27	W	5:00 pm – 9:00 pm	August 13, 2025

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