

Computer Skills

COURSE NAME	LOCATION	DATES	DAY	TIME	DEADLINE
Microsoft Excel: Pivot Tables	Zoom	August 13 <u>AND</u> August 20	Th	5:00 pm – 9:00 pm	August 6

Continuous Improvement

COURSE NAME	LOCATION	DATES	DAY	TIME	DEADLINE
Easy Flowcharting & Process Improvement	In-Person Valencia	August 4 <u>AND</u> August 11	T	5:00 pm – 9:00 pm	July 28

Leadership Skills

COURSE NAME	LOCATION	DATES	DAY	TIME	DEADLINE
Emotional Intelligence at Work	Zoom	August 10 <u>AND</u> August 17	M	5:00 pm – 9:00 pm	August 3
Managing Priorities, Projects, and Deadlines	Zoom	October 5 <u>AND</u> October 12	M	5:00 pm – 9:00 pm	September 28

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