



Course ID	Course	Location	Duration	Dates	Time	Cost
HRUPC022	Microsoft Excel Intermediate Workshop	Virtual	2 Days	01/14 & 01/16	1:00 - 4:30	\$195
HRUPC022	Microsoft Excel Intermediate Workshop	Virtual	2 Days	02/03 & 02/10	8:30 - 12:00	\$195
HRUPC060	Microsoft Introduction to Power BI Workshop	Virtual	3.5 Hours	02/03	1:00 - 4:30	\$165
HRUPC024	Microsoft Excel Essential Formulas & Functions Workshop	Virtual	3 Hours	02/10	1:00 - 4:00	\$100
HRUED247	Developing Your Personal Brand	MPK	2.5 Hours	02/18	9:00 - 11:30	\$0
HRUED117	Résumé Writing	MPK	3 Hours	02/25	9:00 - 12:00	\$0
HRUED135	Effective Email Communications	Virtual	2.5 Hours	03/04	9:00 - 11:30	\$0
HRUED138	Foundations of Emotional Intelligence	MPK	2.5 Hours	03/04	10:00 - 12:30	\$0
HRUED118	Interviewing Strategies for Success	MPK	3 Hours	03/18	9:00 - 12:00	\$0
HRUED117	Résumé Writing	MPK	3 Hours	04/01	9:00 - 12:00	\$0
HRUPC025	Microsoft Excel Pivot Tables & Reporting Tools Workshop	Virtual	2 Days	04/07 & 04/14	1:00 - 4:30	\$195
HRUED822	Resilience: Rebounding from Adversity	MPK	7 Hours	04/15	8:00 - 3:00	\$0
HRUED100	Crucial Conversations	MPK	2 Days	04/16 & 04/23	8:30 - 4:30	\$300
HRUED119	The Art of Networking	MPK	2 Hours	04/17	9:00 - 11:00	\$0
HRUED137	Everyone Leads - Your Personal Leadership Challenge	MPK	7.5 Hours	04/29	8:00 - 3:30	\$0
HRUED437	7 Habits of Highly Effective People	MPK	2 Days	05/01 & 05/07	8:30 - 2:30	\$220
HRUED784	VOICE - Presenting with Impact	MPK	8 Hours	05/15	8:00 - 4:30	\$0
HRUED135	Effective Email Communications	Virtual	2.5 Hours	05/29	9:00 - 11:30	\$0
HRUPC022	Microsoft Excel Intermediate Workshop	Virtual	2 Days	06/02 & 06/09	8:30 - 12:00	\$195
HRUPC060	Microsoft Introduction to Power BI Workshop	Virtual	3.5 Hours	06/02	1:00 - 4:30	\$165
HRUPC024	Microsoft Excel Essential Formulas & Functions Workshop	Virtual	3 Hours	06/09	1:00 - 4:00	\$100
HRUED119	The Art of Networking	MPK	2 Hours	06/10	9:00 - 11:00	\$0
HRUED138	Foundations of Emotional Intelligence	MPK	2.5 Hours	06/11	9:30 - 12:00	\$0
HRUED134	Speed of Trust: Foundations	MPK	6 Hours	06/19	8:30 - 2:30	\$220
HRUED247	Developing Your Personal Brand	MPK	2.5 Hours	06/24	9:00 - 11:30	\$0
HRUED437	7 Habits of Highly Effective People	MPK	2 Days	06/25 & 06/26	8:30 - 2:30	\$220
HRUED118	Interviewing Strategies for Success	MPK	3 Hours	07/10	9:00 - 12:00	\$0
HRUED135	Effective Email Communications	Virtual	2.5 Hours	07/24	9:00 - 11:30	\$0
HRUPC025	Microsoft Excel Pivot Tables & Reporting Tools Workshop	Virtual	2 Days	08/04 & 08/11	1:00 - 4:30	\$195



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HRUED784	VOICE - Presenting with Impact	MPK	8 Hours	08/14	8:00 - 4:30	\$0
HRUED437	7 Habits of Highly Effective People	MPK	2 Days	08/19 & 08/26	8:30 - 2:30	\$220
HRUED117	Résumé Writing	MPK	3 Hours	08/20	9:00 - 12:00	\$0
HRUED822	Resilience: Rebounding from Adversity	MPK	7 Hours	08/21	8:00 - 3:00	\$0
HRUED647	Project Management Essentials	MPK	8 Hours	09/04	8:00 - 4:00	\$220
HRUPC060	Microsoft Introduction to Power BI Workshop	Virtual	3.5 Hours	10/06	1:00 - 4:30	\$165
HRUPC024	Microsoft Excel Essential Formulas & Functions Workshop	Virtual	3 Hours	10/13	1:00 - 4:00	\$100
HRUED118	Interviewing Strategies for Success	MPK	3 Hours	10/14	9:00 - 12:00	\$0
HRUED100	Crucial Conversations	MPK	2 Days	11/06 & 11/13	8:30 - 4:30	\$300
HRUPC022	Microsoft Excel Intermediate Workshop	Virtual	2 Days	12/01 & 12/08	1:00 - 4:30	\$195
HRUPC031	Microsoft Outlook For Busy People Workshop	Virtual	3 Hours	12/01	1:00 - 4:00	\$100
HRUPC030	Microsoft OneNote Workshop	Virtual	1.75 Hours	12/08	1:00 - 2:45	\$50
HRUPC030	Microsoft OneNote Workshop	Virtual	1.75 Hours	12/08	3:00 - 4:45	\$50

* Additional courses will be added on an ongoing basis.

Last Updated: 02/10/2025