





TRAININGS IN OCTOBER

Supervisor and Computer Trainings

ServSafe Manager's Certification

10/4,6,11,13, 2:00pm-6:00pm
$250 per student
The ServSafe Manager Certification is considered as the gilded standard in various foodservice management industries. The ServSafe certification validates your expertise and knowledge

Email Marketing & Canva

10/5 - 6:00pm - 8:00pm
$100 per student
In this series, each session will include demonstrations for set-up, hands-on learning with your own social media sites, examples of business strategy and content on each platform, open discussion from attendees, and Q&A. There will be a follow-up email supplied with various presentation materials as well as related web links for study and review. Attendees may login via Zoom or come in-person.

Excel Level 2

10/6, 9:00am - 4:30pm
$150 per student
The second level of the Excel training program, explores the advanced features in Excel 2016. Students will cover how to automate worksheet functionality, audit worksheets, analyze data, work with multiple workbooks, export Excel data and import/export XML data.

Excel Pivot Tables

10/20, 9:00am - 12:30pm
$65 per student
New to pivot tables or want to get more out of them? This course is designed to give you a solid understanding of pivot tables. Pivot tables are a powerful tool within Excel that can be used to analyze, sort, filter, and present data in an understandable way.

Improving Work Habits

10/7, 8:30am - 12:00pm
$129 per student
Poor work habits are a major cause of disciplinary action. Addressing absenteeism, language issues, and dress and grooming habits can be a difficult but necessary part of leading a team and requires careful attention and skill. This workshop will provide the tools necessary to recognize and address poor work habits.

Providing Performance Feedback

10/21 8:30am-12:00pm
$129 per student
A performance assessment is not a disciplinary session, but rather an opportunity to build a team member's self-esteem by acknowledging what he/she is doing well. It is also a chance to eliminate any performance errors at an early stage.