How Not To Become a Victim of a Crime

This one-hour seminar provides attendees with useful information about safety awareness, identity theft, and crime prevention. Attendees will walk away with useful tips about personal safety. The presenter is a former police officer, and now serves as consultant and victim advocate for crime prevention and identity theft. This seminar is offered courtesy of the National Crime Stop Program. Two seminars will be offered.

Wednesday, July 15
10:00 am—11:00 am OR 2:00—3:00 pm
NMB Main, Ballroom
Ms. Danni Coleman, Presenter

Getting the Most from Microsoft Outlook

This hands-on training class provides useful techniques for managing your email inbox. Users will discover how to use Microsoft Outlook features more effectively, including the calendar, task manager, and One-Note. This session also covers how to create folders, appoints, contacts, and distribution lists. Users will also practice creating a signature file, setting up recurring appointments, scheduling meetings, creating and assigning tasks, and customizing Outlook’s features. Two sessions will be offered.

Wednesday, July 22
10:00 am—12:00 pm OR 2:00 pm—4:00 pm
NMB Education Bldg., Room 304
Rebekka Garvey, Trainer

HBDI Alive Workshop I

The HBDI Alive Workshop is designed to revisit the many benefits of the Herrmann Brain Dominance Instrument (HBDI) in the workplace. Attendees will explore how to use HBDI principles to work with individuals with different thinking styles, build effective teams through communication, and generate creativity by appreciating team diversity and varied thinking styles.

Wednesday, July 23
10:30 am—11:30 am
NMB Main, Room 210
Dianne Aucamp, Facilitator
The HBDI Alive Workshop is designed to revisit the many benefits of the Herrmann Brain Dominance Instrument (HBDI) in the workplace. Attendees will explore how to use HBDI principles to work with individuals with different thinking styles, build effective teams through communication, and generate creativity by appreciating team diversity and varied thinking styles.

(Repeat session)

Tuesday, July 28
1:30 pm—2:30 pm
NMB Main, Room 210
Dianne Aucamp, Facilitator

REGISTER TODAY!

……..Coming in AUGUST……..

➢ Administrative Support Skills Workshop
➢ Golden Personality Assessment and Debrief Workshop
➢ MAC Training for Faculty Users (a hands-on training session)
➢ Office Communicator 2007 and Live Meeting 2007 Training

To register or receive additional information about any of the upcoming sessions, please email the Office of Training and Organizational Development at fsetraining@nova.edu or call Gloria Kitchen at Ext. 28599. Please obtain supervisor approval to attend.