

NJBIA Online Course Offerings

Streamlined Productivity Essentials for Email

Are you experiencing email overwhelm? Does it feel like your email is a distraction that prevents you from getting your important work done? We can help!

In this 4-hour workshop will learn how to develop an effective email management system that will help stay on top of your messages and be more productive with the work that matters.

Topics covered in this workshop:

- How to organize and batch process your email
- Using folders to prioritize and organize your workflows
- Learn the best way to store and archive emails
- A faster and more organized way to process emails
- Manage your inbox more efficiently
- A way to be reminded of follow ups, without the reminder clogging up your inbox
- Get your inbox to zero daily and keep it that way

The Work/Life Balance Boot Camp

In this 4-hour workshop, participants will learn how to create a holistic approach to powerfully managing their personal and professional lives.

Topics covered in this workshop:

- How to create a vision that encompasses all important areas of life
- How to break that vision down into manageable tasks
- How to prioritize values and commitments
- How to powerfully manage competing commitments
- How to develop a task management system
- How to set up your calendar so that nothing slips through the cracks

The Empowered Mindset Incubator

In this 4-hour workshop participants gain insights on how to develop a mindset that will help them get unstuck and stay the course of fulfilling their goals and initiatives.

Topics covered in this workshop:

- Breaking out of your automatic pattern of operating
- Controlling your thoughts, feelings, and emotions
- Creating Empowered operating states
- Responsible self-awareness

Microsoft Excel Level I 2016

- Lesson 1: Getting Started with Microsoft Office Excel
Create and Save a Basic Workbook
- Lesson 2: Modifying a Worksheet
Insert, Delete, and Adjust Cells, Columns, and Rows
Cut, Copy and Past
- Lesson 3: Performing Calculations
Create Worksheet Formulas
Insert Functions
Reuse Formulas and Functions
- Lesson 4: Formatting a Worksheet
Apply Text and Number Formats
Align Cell Contents
Apply Basic Conditional Formatting
Create and Use Templates
- Lesson 5: Printing Workbooks
Preview and Print a Workbook
Set Up the Page Layout
Configure Headers and Footers

Microsoft Excel Level II 2016

- Lesson 1: Working with Functions
Work with Ranges
Use Specialized Functions
Work with Logical Functions
Work with Date, Time, and Text Functions
- Lesson 2: Named ranges
Using names in formulas
- Lesson 3: Tables
Sorting
Filtering tables
Structured references
Validation
Transposing data
- Lesson 4: PivotTables
Creating, formatting, and Manipulating PivotTables
PivotCharts
- Lesson 5: Summarizing data
Consolidation
Subtotals

Microsoft Excel III 2016:

- Lesson 1: Logical and Lookup Functions
Decision-making functions

- Lookup and reference functions
- Lesson 2: Advanced Formulas
 - Auditing and error-trapping
 - Formula options
 - Arrays
- Lesson 3: Special functions
 - Date and time functions
 - Text functions
 - Other functions
- Lesson 4: Importing and Exporting
 - The Power Pivot Data Model
 - Exporting data
- Lesson 5: Analysis
 - What-if analysis
 - The Analysis Toolpak
- Lesson 6: Macros and Forms
 - Recording macros
 - Running macros
 - Forms

PowerPoint Level I 2016

- Lesson 1: Fundamentals
 - Exploring the PowerPoint environment
- Lesson 2: Creating a presentation
 - Creating a presentation
 - Creating and modifying slide content
- Lesson 3: Formatting
 - Working with slide masters and layouts
 - Formatting slides and text
- Lesson 4: Working with shapes and images
 - Creating and formatting shapes
 - Working with images
- Lesson 5: Working with charts and tables
 - Working with charts
 - Working with tables
- Lesson 6: Customization
 - Slide transitions
 - Additional text options
 - Printing

Intro to Google Drive

Communicate Using Gmail
Add / Manage Contacts

Create Distribution Lists

Navigate Google Drive

Upload Folders and Files

Manage Folders and Files

Share Documents

Collaborate Using Google Docs

Collaborate Using Google Slides

Collaborate Using Google Sheets

Create Google Forms

Managing Schedules Using Google Calendar

Create Events

Customize Your Calendar

Create an Additional Calendar

Manage Tasks

Use Google Keep

Use Google Photos

Communicating Using Google Chat

Create a Website Using Google Sites

WORD TIPS AND TRICKS

This is a great course for the beginner Word user as well as someone more proficient in Word, but looking for more.

- Tips and Tricks to Use Microsoft Word more efficiently
- Create Bulleted and Numbered Lists
- Using Tab Stops
- Templates
 - Using Microsoft Templated
 - Creating Templates
- Working with Longer Documents
 - Page Numbers
 - Headers / Footers
 - Styles
- Create a Form Letter and Mailing Labels using Mail Merge
- Creating and Working with Columns.

If time permits:

- Working with Graphics
- Collaborate with others using Track Changes

The Professional Supervisor (for experienced managers)

- Clarify the scope and nature of a supervisory position.
- Learn some ways to deal with the challenges of the role.
- Recognize the responsibilities you have as a supervisor, to yourself, your team, and your organization.
- Learn key techniques to help you plan and prioritize effectively.
- Acquire a basic understanding of leadership, team building, communication, and motivation, and what part they play in effective supervision.
 - Develop strategies for motivating your team, giving feedback, and resolving conflict.

Supervisory Skills for New Supervisors

- Help clarify roles and responsibilities of the new job
- Adjust to the new role with confidence and an assurance you can handle the position
- Develop your communication skills in listening, asking questions and giving feedback to employees.
- Develop a technique for making sure you give employees instructions that are clear and understood,
- Identify some techniques to deal with employee challenges such as squabbles, complaints and laziness
- Recognize the importance of being visible and available to employees
- Understand the importance of developing good relationships with employees and peers, so you are seen as fair and consistent.

Time Management Boot Camp

- Identify what personal efficiency is, what skill sets can improve your personal productivity, and what attitudes we should cultivate
- Explain why multi-tasking is a myth
- Describe what role long-term goals play in short-term efficiency
- Share a personal vision and develop dreams and goals from it
- Apply the 80/20 rule and learn how it should affect planning
- Develop a plan for an efficient workspace, including a customized information center and a filing system
- Apply a system that will allow you to process any type of information that crosses your desk, including e-mail, electronic files, paper files, voice mail, text messages, and drop-in visitors
- Use the Eisenhower principle to prioritize work
- Say no
- Use routines to simplify your life
- Understand why you procrastinate and develop methods for tackling tasks
- Apply ideas and tools to make your household more productive and efficient

Managing Remote Teams and Stress

Over the course of this 4-hour workshop, we will explore various virtual management and organizational practices and techniques so that you can design a customized productivity plan for managing your virtual team as well as deal with the stress of managing teams in the virtual

environment.

By the end of this workshop, participants will be able to:

- Adjust to powerfully leading virtual teams
- Elevating morale and motivation
- Maintaining engagement
- Bringing calm to chaos
- Staying productive working from home
- Control emotions vs having emotions control you

Problem Solving – Dealing with Difficult People

- Recognize that personal attitudes and actions impact the behavior of others
- Develop techniques for managing negative emotions.
- Develop coping strategies for dealing with difficult people and difficult situations.
- Understand the importance of good communication.
- Learn how to: choose the right words, ask the proper questions, listen effectively, and interpret non-verbal messages.

Delivering Dynamic Virtual Presentations

This one-day workshop will give participants valuable insights into how to present in a virtual environment using the most popular delivery platforms.

- Know the differences between virtual and in-person presentations
- Outline the major challenges (presenter, presentation and technical) with virtual presentations
- Recognize the strengths, weaknesses, and standout features of popular virtual presentation platforms (Zoom, MS Teams, GoToMeeting and Google Meet) and how to set up an account on the platforms.
- Integrate solutions to virtual presentation challenges in their own delivery of virtual presentations

Business Etiquette and Personal Professionalism

This one-day workshop will give help participants:

- Understand the ‘unspoken truth’ that attitude and personal behavior are vital to long term success
- Be able to describe behaviors which positively impact the office environment
- Understand the importance of being o Positive and proactive o Accountable and flexible o Cooperative and respectful
- Identify ways to communicate more effectively with peers and managers
- Design, package and

deliver your personal brand so that you become essential to an organization and matter as a professional.

Access 2016

Understanding general database terms
Access interface and objects

Tables

- Creating tables
- Creating fields
- Data Validation
- Relationships and keys

Queries

- Creating basic queries
- Modifying queries
- Using calculated fields

Forms

- Creating simple forms
- Form design

Reports

- Creating Reports
- Formatting reports

Importing / Exporting with Word and Excel