



PC APPLICATIONS - Live Virtual Course Schedule

SEPTEMBER

PowerPoint Level 2 - *Wednesday Sept 3rd*

Excel Tips & Tricks - *Thursday Sept 4th*

Excel level 1 - *Tuesday Sept 9th*

OCTOBER

Using Windows 11 - *Wednesday Oct 15th*

Excel Functions and Formulas - *Friday Oct 17th*

Excel level 3 - *Tuesday Oct 28th*

NOVEMBER

Excel level 1 - *Tuesday Nov 4th*

Excel Maximizing Pivot Tables - *Friday Nov 14th*

Excel level 2 - *Tuesday Nov 18th*

DECEMBER

Excel level 1 - *Tuesday Dec 2nd*

Excel Tips and Tricks - *Friday Dec 12th*

Excel level 3 - *Friday Dec 19th*

Individual Classes are \$325
For Inquiries or to Sign Up - training@epochit.com

ADDITIONAL COURSES

Microsoft Word Levels 2 and 3
Office 365 OneNote
Amazing Macros in Excel
Excel Dashboards
PowerPoint Levels 1 and 2
Visio Levels 1 and 2

INFO

**COURSES NOT LISTED ON THE
SCHEDULE ABOVE ARE
AVAILABLE BY REQUEST.**

CLASS STARTS PROMPTLY AT 9AM

**CLASS SCHEDULE IS SUBJECT TO
CHANGE.**

VISIT US AT WWW.EPOCHIT.COM

**ASK US ABOUT DISCOUNTS FOR PURCHASING CREDIT FOR 5 OR 10
CLASSES AT ONCE.**

**WE ALSO OFFER DISCOUNTS IN VERMONT FOR STATE AGENCIES, MUNICIPALITIES,
NON-PROFITS, AND VETERANS.**



TALENT DEVELOPMENT - Live Virtual Course Schedule

SEPTEMBER

Managing The Virtual Workplace - Tues Sept 9th

Creating a High Performance Team - Friday Sept 12th

Time Management - Wednesday Sept 17th

Emotional Intelligence - Thursday Sept 25th

OCTOBER

Stress Management - Tuesday Oct 7th

Leadership Institute: More Essentials -
Tues Oct 28th - Wed Oct 29th

NOVEMBER

Project Management Fundamentals -
Wednesday Nov 5th

Leadership Institute: Essentials for Supervisors -
Tuesday Nov 18th - Thursday Nov 20th

DECEMBER

Managing Conflict - Wednesday Dec 10th

Change Management - Thursday Dec 18th

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ADDITIONAL COURSES

- Coaching and Mentoring
- Dealing with Challenging Customer Interactions
- Managing Difficult People
- Train the Trainer
- Process Improvement
- Collaboration
- Creative Thinking and Innovation
- Critical Thinking
- Effective Office Communication Strategies
- Facilitation
- Anger Management
- Managing Upward
- Organizational Skills
- Problem Solving Skills

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