

Fred Pryor Seminars Approved

	General or Technology	Date Approved
Fred Pryor's certificates read .1 for an hour. .1 = 1 LEU	General or Technology	Approved
Adobe® Photoshop® — A One-Day Workshop: Learn the tips and techniques that can save you time, improve results and open a new world of design possibilities.	Technology	7/25/2008
Advanced Excel Training: Beyond the Basics: You know the basics. Now become a Microsoft Excel Pro!	Technology	7/25/2008
Advanced Excel Training: Mastering Microsoft Excel: An effective 2-day, hands-on training seminar for beginner to advanced Excel users. Packed with shortcuts, tips, and straight answers to all your Excel questions!	Technology	7/25/2008
Budgets, Finance, and the Bottom Line: Critical information for every non-financial professional	General	7/25/2008
Business Writing for Results: How to write powerful letters, memos, reports, and proposals that get results	General	7/25/2008
Collections Law: Ensure your organization is legally compliant — and collect money quickly and easily!	General	7/25/2008
Creative Leadership for Managers, Supervisors, and Team Leaders: How to encourage an environment of creativity, innovation, and passion, no matter what type of company you work for	General	7/25/2008
Criticism & Discipline Skills for Managers and Supervisors	General	7/25/2008
Dealing with Difficult People: Techniques for handling difficult people with tact and skill	General	7/25/2008
Employment Law: Stay up-to-date and compliant with the latest developments in labor and employment law	General	7/25/2008
Essential Skills for the First-Time Manager or Supervisor	General	7/25/2008
Exceptional Business Writing and Goof-Proof Grammar: How to communicate clearly and effectively and avoid blunders that sabotage your credibility.	General	7/25/2008
How to Communicate with Tact & Professionalism: Become a polished, persuasive communicator and express your thoughts and ideas with clarity and diplomacy.	General	7/25/2008
How to Deal with Unacceptable Employee Behavior	General	7/25/2008
How to Deliver Exceptional Customer Service	General	7/25/2008
How to Design Eye-Catching Brochures, Newsletters, Ads, and Reports: Gain the graphic design skills that will make all of your printed messages get the attention — and the results — you want!	General	7/25/2008
How to Read and Understand Financial Statements: Learn how to make sense of complex financial reports and discover what they really mean — no prior knowledge of finance or accounting is required.	General	7/25/2008
How to Successfully Manage Multiple Locations	General	7/25/2008
How to Supervise People	General	7/25/2008
How to Write Clear and Concise Policies & Procedures Create well-written documentation that is easily understood and legally sound	General	7/25/2008
Leadership & Management Skills for Managers and Supervisors	General	7/25/2008
Making the Transition from Staff to Supervisor	General	7/25/2008
Managing Multiple Priorities, Projects, and Deadlines	General	7/25/2008
Managing Emotions Under Pressure	General	7/25/2008
Microsoft Excel Basics: A One-Day Seminar: Covers Excel 2003 and all previous versions	Technology	7/25/2008

Microsoft® Access™: Advanced Queries, Forms, Reports, and Macros	Technology	7/25/2008
Microsoft® Office: Learn dozens of tips, shortcuts, and hidden features that can help you whisk through projects and turn out professional-looking work every time.	Technology	7/25/2008
Microsoft® Windows® Server 2003: Learn how to support and troubleshoot this powerful operating system.	Technology	7/25/2008
Microsoft® Windows® Server 2003: Learn how to support and troubleshoot this powerful operating system.	Technology	7/25/2008
Mistake-Free Grammar & Proofreading: Strengthen your grasp of business English, learn to proofread with perfection -- and have fun in the process!	General	7/25/2008
OSHA Compliance: Keep your workplace safe and stay fully compliant with OSHA's ever-changing regulation	General	7/25/2008
Powerful Microsoft® PowerPoint® Presentation: Master the tools and techniques that will give your presentations the impact, flair, and drama people respond to and remember: Covers PowerPoint 2003 and previous versions!	Technology	7/25/2008
Project Management: Guaranteed to help you complete your projects on time, on budget, and on target!	General	7/25/2008
Speak With Confidence and Clarity: Overcome your fear and nervousness and make powerful presentations.	General	7/25/2008
Team-Building, Mentoring, and Coaching Skills for Managers & Supervisors	General	7/25/2008
The Essentials of HR Law: Don't put your organization at risk — make sure every step you take is legally sound and compliant.	General	7/25/2008
The Essentials of Microsoft® Access™	Technology	7/25/2008
The Management Conference	General	7/25/2008
The Ultimate Course in Payroll Management: An intensive one-day workshop on today's most challenging payroll issues!	General	7/25/2008
The Ultimate Supervisor: Discover essential supervisory skills and techniques to bring out the best in your employees.	General	7/25/2008
Training the Trainer: The best ideas and latest training "intelligence" from the nation's top training company!	General	7/25/2008
Understanding and Administering FMLA: Don't get caught unprepared — avoid costly mistakes by educating every manager on the ever-changing legal requirements of the FMLA.	General	7/25/2008