



Microsoft Partner
Silver Learning

LANTEC Professional Development Course Schedule: March - August 2019

***Class Hours are 8:00am-5:00pm unless otherwise noted**

Baton Rouge: 11512 Lake Sherwood Ave. N - 225.293.0656 Lafayette: 900 E. St. Mary Blvd. Suite 209 - 337.233.2016	BATON ROUGE						LAFAYETTE					
	Mar	April	May	June	July	Aug	Mar	April	May	June	July	Aug
PROFESSIONAL IMPROVEMENT & COMMUNICATION												
Anger Management (\$250)	29						15					
Building Cohesive Teams (\$250)	27						6					
Business Ethics (\$250)												
Business Etiquette (\$250)		1										
Conflict Resolution (\$250)	7				30							
Critical Elements of Superior Customer Service (2 days - \$500)		8				5		2		29		
Dealing with Organizational Change (\$250)				13								
Effective Business Writing (\$250)			15					29				
Effective Presentations (\$250)	25							6				
Emotional Intelligence (\$250)			2				8		14			
Interpersonal Communication Techniques (\$250)		25						15				
Mastering Principles of Motivation (4 hours - \$125)		16										
Planning and Delivering Productive Meetings (\$250)								16				
Stress Management (\$250)		23			31			24				
Time Management (\$250)			10					7			5	
Utilizing Personality Types for Self-Leadership (\$250)			1					21	3	31		
Train the Trainer (3 days - \$1,195)												
FISCAL MANAGEMENT												
Financial Management, Basic (\$250)	25				9		18		29			
Financial Management, Advanced (\$250)			6			20		30				
HUMAN RESOURCES TOPICS												
Diversity Awareness (\$250)	6											
Disability Awareness (\$250)												
Hiring for Success: Interviewing Skills (\$250)	28						18		30			
Sexual Harassment Awareness and Prevention (\$125)				20								
Sexual Harassment - A Guide for Prevention (\$250)												
MANAGERIAL/LEADERSHIP DEVELOPMENT												
Crisis Management (\$250)	4								1			
Coaching & Mentoring (\$250)		11,24				21			9			
Employee Performance Management (\$250)							25					
Leadership Skills for Supervisors (\$250)			3				29		11			
Motivating Your Workforce (\$250)		22						25				
Strategic Decision Making & Problem Solving (2 days - \$500)							20					
PROJECT MANAGEMENT												
Project Management Fundamentals (\$250)	26						13			17		2
Project Management Intermediate (\$250)		1						26				
Project Management Advanced (\$250)		30							28			
SALES & MARKETING SKILLS												
Sales Professional Essentials (2 days - \$500)			16									
Social Media for Business (\$250)	19											
SAFETY AND SPECIALTY COURSES												
HIPAA Overview (4 hours - \$125)		16						30				
Defensive Driving (6 hours - \$160)												
Active Shooter Mitigation (4 hours - \$125)			13			6			20			
Heartsaver CPR AED (4 hours - \$125)		1,2	22,23					3,4	20			
Heartsaver First Aid CPR AED (6 hours - \$187.50)		1,2	22,23					3,4	20			
Heartsaver Bloodborne Pathogens (2 hours - \$62.50)		1,2	22,23					3,4	20			
Elderly Sensitivity (4 hours - \$125)								18				

PROFESSIONAL DEVELOPMENT SCHEDULE