Set Sail for Opportunities and Growth

Knowledge is within reach
Virtual Classroom workshops let you cruise with 24/7 access to the information you need to set sail for your job growth. work2future clients who have access to a computer and the internet are eligible.

Set Sail Today
Weekly Virtual Classroom workshops start every Monday.

Please see a Talent Coach to register for a workshop today.
Online Computer Classes

Microsoft Office 2007: Beginning Word (Skill Enhancement)

Target Audience
Personnel at all business levels; end-users seeking to attain competency in Microsoft Word.

Expected Duration (hours)
10.0 – Virtual Classroom with self-paced instruction to be completed within one week.

Lesson Objectives
Getting started with Word, working with text and paragraphs in Word, structuring, editing, saving and opening documents in Word, printing, help and automated formatting in Word, working with documents in Word. Upon completion, you will gain free access to both the ADVANCED WORD and WORD FOR THE POWER USER workshops for up to three weeks.

Microsoft Office 2007: Beginning Excel (Skill Enhancement)

Target Audience
Personnel at all business levels; end-users seeking to attain competency in Microsoft Excel.

Expected Duration (hours)
10.0 – Virtual Classroom with self-paced instruction to be completed within one week.

Lesson Objectives
Getting started with Excel, manipulating and formatting data and worksheets with Excel, reviewing and printing in Excel, Excel formulas and functions, Excel charts, pictures, themes and styles. Upon completion, you will gain free access to both the ADVANCED EXCEL and EXCEL FOR THE POWER USER workshops for up to three weeks.

Microsoft Office 2007: Beginning to Advanced PowerPoint (Skill Enhancement)

Target Audience
Personnel at all business levels; end-users seeking to attain competency in Microsoft PowerPoint.

Expected Duration (hours)
10.0 – Virtual Classroom with self-paced instruction to be completed within one week.

Lesson Objectives
Getting started with PowerPoint, adding graphics to presentations in PowerPoint, adding multimedia and animations to presentations in PowerPoint, creating custom slide shows in PowerPoint, distributing presentations in PowerPoint.
Bundled Workshops for work2future

Bundle No. 1

Microsoft Office 2010

- **Microsoft Office 2010: New Features**
  - Office 2010 New Core Features
  - New Messaging and Collaboration Features in Office 2010
  - Office 2010 Web Apps and New Features in Publisher and Mobile

- **Microsoft Office 2010 New Features for Users Migrating from Office 2003**
  - Outlook 2010 and Collaboration in Office 2010
  - New Features for PowerPoint, Publisher, and Access in Office 2010

- **Microsoft Office 2010: Beginning Visio**
  - Getting Started with Visio 2010
  - Working with Diagrams in Visio 2010
  - Collaboration, Evaluation and Printing in Visio 2010

Internet

- **Google Apps**
  - Google™ Apps for Businesses: Collaborating Using Google Groups
  - Google™ Apps for Businesses: Collaborating Using Google Sites
  - Google™ Apps for Businesses: Communicating Using Gmail
  - Google™ Apps for Businesses: Communicating Using Gmail Chat and Google Talk
  - Google™ Apps for Businesses: Getting Started with Google Apps
  - Google™ Apps for Businesses: Managing Schedules Using Google Calendar
  - Google™ Apps for Businesses: Working with Google Documents and Presentations
  - Google™ Apps for Businesses: Working with Google Spreadsheets and Forms
  - Google™ Apps for Businesses: Working with Google Video
Bundle No. 2

SAP

- **Overview of SAP for Project Teams**
  - Overview of SAP Solutions
  - Financial Accounting with SAP
  - SAP Logistics Modules
  - SAP ERP Architecture
  - SAP Administration
  - SAP Project Planning and Implementation
  - SAP NetWeaver Platform

- **SAP Business Suite 7 for End Users**
  - SAP Enterprise Resource Planning (ERP)
  - SAP Customer Relationship Management (CRM)
  - SAP Product Lifecycle Management
  - SAP Supply Chain Management
  - SAP Supplier Relationship Management

- **SAP Business One for End Users**
  - SAP Business One - Introduction for End Users

- **SAP Business Objects Business Intelligence**
  - SAP BusinessObjects: Overview
  - SAP BusinessObjects: Crystal Reports
  - SAP BusinessObjects: Web Intelligence
  - SAP BusinessObjects: Dashboards and Analytics
  - SAP BusinessObjects: InfoView
  - SAP BusinessObjects: Business Intelligence
## Finance and Accounting Curriculum

- **Finance and Accounting Essentials for Non-financial Professionals**
  - Principles of Accounting and Finance for Non-financial Professionals
  - Cash Flow Management Essentials for Non-financial Professionals
  - The Time Value of Money and Investment Decisions for Non-financial Professionals
  - The Essentials of Budgeting for Non-financial Professionals
  - Financial Statements for Non-financial Professionals
  - Analyzing Financial Statements for Non-financial Professionals
  - Increasing Cash Flow in Times of Need
  - Attracting New Investors – Keeping Presentations Focused
  - What is your Gross Profit Margin Ratio really saying?
  - Finance Fundamentals
  - Recession: How it Affects Business
  - Assessing Nonrecurring Items in Income Statements
  - The Time Value of Money: Possible Pitfalls
  - Depreciation Methods
  - Using Financial Analysis for Credit Decisions

- **Accounting Fundamentals**
  - Basic Accounting Principles and Framework
  - The Accounting Equation and Financial Statements
  - The Accounting Cycle and Accrual Accounting
  - Accounting Transactions and Books of Account
  - Trial Balance & Adjusting Entries
  - The Income Statement
  - The Balance Sheet
  - The Cash Flow Statement
  - Accounting for Companies’ Stock Transactions and Dividends
  - Outsourcing Financial Activities
  - Accounting for Sales Returns
  - Deconstructing the Balance Sheet

- **IFRS Primer**
  - IFRS: Introduction and Conceptual Framework
  - IFRS: Standards for Financial Statements and Their Items
  - IFRS: Key Standards for Financial and Accounting Activities
  - IFRS: Transitioning to IFRS

- **Budgeting Essentials**
  - Organizational Budgeting Activities and the Master Budget
  - Planning and Preparing an Operating Budget
  - Preparing Operating Budgets and the Cash Budget
  - Using Budgets for Management and Control

- **Auditing Essentials**
  - Introduction to Auditing
  - Auditing for Internal Control and Risk Assessment
  - Auditing the Revenue Cycle
  - Auditing for Cash and Inventories
  - Using Audits to Help Prevent Business Fraud
  - Establishing the Role of the Audit Department
• Capital Budgeting Essentials
  Capital Budgeting: The Capital Budgeting Process
  Capital Budgeting: Net Present Value and Internal Rate of Return
  Capital Budgeting: Discounted Payback Period and Profitability Index
  Capital Budgeting: Capital Allocation
Bundle No. 4

Human Resources Curriculum

- Recruiting and Retention Strategies
  - Recruiting Talent
  - Retaining Your Talent Pool
  - Creating a High-Retention Organizational Culture Simulation
  - Fringe Benefits: Maintaining a Competitive Hiring Advantage
  - Aligning Recruitment to Job Requirements
  - Employer Branding
  - Devising an Effective Corporate Wellness Program
  - Preventing High Turnover Rates: How to Keep the Best
  - Disciplines of Organizational Learning: Personal Mastery
  - Understanding Employment Attrition in High Performing Teams
  - Surviving the Talent Crunch

- Essentials of Interviewing and Hiring
  - Essentials of Interviewing and Hiring: Screening Applicants for Interviewing
  - Essentials of Interviewing and Hiring: Preparing to Interview
  - Essentials of Interviewing and Hiring: Conducting an Effective Interview
  - Essentials of Interviewing and Hiring: Behavioral Interview Techniques
  - Essentials of Interviewing and Hiring: Selecting the Right Candidate
  - Guarding against Interviewing Biases
  - Screening Applicants for Emotional Intelligence
  - Interview Questioning Techniques
  - Creating a Compelling New Job Description
  - Hiring Strategic Thinkers
  - Hiring and Interviewing

- The role of HR as a Business Partner
  - HR as Business Partner: From Cost Center to Strategic Partner
  - HR as Business Partner: Linking HR Functions with Organizational Goals
  - HR as Business Partner: Managing Talent for Organizational Success
  - HR as Business Partner: Using Metrics and Designing Strategic Initiatives

- Organizational Behavior
  - Fundamentals of Organizational Behavior for the Individual
  - Fundamentals of Organizations – Groups
  - Understanding Organizational Power and Politics
  - Organizational Structure and Employee Behavior
  - Organizational Behavior: Dynamics of a Positive Organizational Culture
**Operations Curriculum**

- **Six Sigma Black Belt (2007 BOK): Enterprise-Wide Deployment**
  - Lean and Six Sigma
  - Six Sigma Projects and the Black Belt Role
  - Six Sigma Leadership and Change Management

- **Six Sigma Black Belt (2007 BOK): Organizational Process Management and Measures**
  - Critical Requirements and Benchmarking for Six Sigma
  - Business Performance and Financial Measures in Six Sigma

- **Six Sigma Black Belt (2007 BOK): Team Management**
  - Forming Project Teams for Six Sigma
  - Motivation and Communication in Six Sigma Teams
  - Managing Six Sigma Team Performance

- **Six Sigma Black Belt (2007 BOK): Define**
  - Using Voice of the Customer in Six Sigma
  - Developing Project Charters and Tracking Six Sigma Projects

- **Six Sigma Black Belt (2007 BOK): Measure**
  - Process Characteristics for Six Sigma
  - Data Collection and Measurement in Six Sigma
  - Six Sigma Measurement Systems
  - Basic Statistics and Graphical Methods for Six Sigma
  - Probability for Six Sigma
  - Process Capability for Six Sigma

- **Six Sigma Black Belt (2007 BOK): Analyze**
  - Correlation and Regression Analysis in Six Sigma
  - Multivariate Analysis and Attribute Data Analysis in Six Sigma
  - Hypothesis Testing Concepts and Tests for Means in Six Sigma
  - Tests for Variances and Proportions, ANOVA, and Chi-square Tests in Six Sigma
  - Nonparametric Tests in Six Sigma Analysis
  - Nonstatistical Analysis Methods in Six Sigma

- **Six Sigma Black Belt (2007 BOK): Improve**
  - Designing and Planning Experiments in Six Sigma
  - Conducting Experiments and Analyzing Results in Six Sigma
  - Improvement Methods and Implementation Issues in Six Sigma

- **Six Sigma Black Belt (2007 BOK): Control**
  - Statistical Process Control (SPC) in Six Sigma
  - Nonstatistical Control Tools and Maintaining Controls in Six Sigma
  - Sustaining Improvements and Gains from Six Sigma Projects

- **Six Sigma Black Belt (2007 BOK): Design for Six Sigma (DFSS) Frameworks and Methodologies**
  - Common Design for Six Sigma Methodologies, Design for X, and Robust Design
  - Special Design Tools in Design for Six Sigma