



December
2010

<< Tips for Maximizing Business Performance from ExecuTrain of Kentucky



Project Management

Chances are, you've seen the need for stronger project management at various times throughout your career. How can you or your employees get all of the skills needed to make your next project a success? As companies are working with lean teams and more limited resources, strong project management can propel the project to a faster completion, with a better outcome.

Get the tools you need to succeed with our **Project Management Workshop**, a 3 day intensive project management training course. **Send 4 or more employees and receive 25% off! Must register by December 31 and complete the training by March.**

Sales Training

A new year brings new sales quotas. Need to pump up your chances for success? ExecuTrain is the only authorized provider of the Sales Performance International Solution Selling® platform in the region. This platform will make you re-examine how you sell, and give you strategy, tactics and outlines of how to take your sales to the next level. Set yourself or your organization up for sales success in 2011.

For a limited time, **send 10 or more to sales training and receive up to 4 hours of customization at no additional charge! Use this to build custom scenarios, tools, follow up plans and more. Must register by December 31 and complete the training by March to take advantage of this offer.**



230 Lexington Green Circle
Suite 420
Lexington, KY 40503
859.271.0296

9300 Shelbyville Road
Suite 505
Louisville, KY 40222
502.429.6444

<< To find out more or to register for a class, go to www.executrainky.com.

ExecuTrain Express

Upgrading from Microsoft Office 2003 to Office 2007? Ease the transition with our 90-minute ET Express courses.

<< ET Express - Migrating Courses

Access 2007, Excel 2007, Office 2007, Outlook 2007, PowerPoint 2007, Windows Vista, & Word 2007

	December
Lexington	10
Louisville	16

Office 2003 to 2010

Made the leap from Microsoft Office 2003 to 2010? Come learn what is new in the latest version of Office in this full day class.

<< 2010 Migrating Course

Transitioning from Microsoft Office 2003 to Microsoft Office 2010

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Lexington	23
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Course Schedule

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<< Business Skills

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Adv. Interpersonal Comm.	14	23
Business Problem Solving	16	14
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Conflict Management	23	15
Customer Relationship Mgmt.	15	13
Business Writing	21	29
Effective Presentation Skills	13	21
Frontline Leadership	20	22
Motivation: Identifying, Planning & Implementing	22	16
Organizational Skills	23	7
Project Teams	10	30
Strategic Decision Making	7	23
Stress Management	27	17
Time Management	30	27

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Access 2010: Intermediate	8	14
Access 2010: Advanced	15	21
Access 2007: Basic	10	7
Access 2007: Intermediate	17	15
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Access 2003: Basic	7	13
Access 2003: Intermediate	14	21
Access 2003: Advanced	21	29
Access 2003: Application Dev.	28	30
InfoPath 2007: Creating Forms	9	23
SQL: Fund. of Querying	13	22
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Acrobat 9 Professional: Adv.	16	29
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<< Graphics cont...

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PMP Certification Prep	13-17	6-10

<< Internet

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<< Microsoft Windows

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Windows Vista: New Features	17	23
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QuickBooks 2008	8	16
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ColdFusion 8: Level 2	23	10
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MOC 6292: Installing & Config. Windows 7 Client	28-30	7-9
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MOC 6425: Config. & Troubleshooting Win. Server 2008 Active Directory Domain Services	27-31	27-31
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MOC 6451: Planning, Deploying & Managing System Ctr. Config. Manager	6-10	13-17
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