

# ESSENTIAL WORKFORCE TRAINING



***Now offered all NLC LIVE Online™!*** There are many skills that you need to survive and thrive in today's workplaces, from computer skills to communications to customer service. Essential workforce training courses are designed to help you fill up your work toolbox.



CONTINUING EDUCATION &  
CORPORATE TRAINING

## REGISTER ONLINE TODAY!

[www.northernlakescollege.ca/cect](http://www.northernlakescollege.ca/cect)  
[work@northernlakescollege.ca](mailto:work@northernlakescollege.ca)

1201 Main Street SE, Slave Lake, AB T0G 2A3  
Toll Free: 1-866-652-3456 ext. 8623 | Direct 780-849-8623  
Office Hours: Monday to Friday 8:15 a.m. - 4:30 p.m.

# ESSENTIAL WORKFORCE TRAINING

## BOOKKEEPER TRAINING: INTRODUCTION TO ACCOUNTING/ FINANCIAL STATEMENTS

(Code: BU351)

This course will show students who use a computerized software program what is actually happening behind the entry screens on their computer and will give them a better overall understanding of the accounting process. In the latter part of this course, students learn how to read, understand, and analyze basic financial statements for a variety of organizations, both for-profit and non-profit.

Unscheduled.



## COMMUNICATING EFFECTIVELY IN A VIRTUAL WORLD

(Code: BU307)

This session looks at the challenges faced by us as we move most of our client communication to the digital world. How can you communicate effectively via email, online meetings, and text, while still maintaining a professional image? Learn how to use these tools to communicate effectively when you cannot meet in person.

Unscheduled.

## EFFECTIVE ONLINE MEETINGS

(Code: BU003)

Many businesses and organizations have moved to almost exclusively meeting online. It has raised some very specific challenges as we work towards this "new normal" method of getting the job done. In this session, learn how to use your time more effectively by choosing when to meet online, using an agenda to stay on track, and learning of activities that will inspire more interaction from participants. Spend less time meeting and more time doing!

Unscheduled.

## ***NEW 2021-2022 DATES COMING SOON!***

## ASK ABOUT PRIVATE COURSE TRAINING!

A Continuing Education & Corporate Training Specialty

**TRAINING ON YOUR TERMS.  
YOUR SCHEDULE.**

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## LIVEN UP YOUR DELIVERY - PRESENTING EFFECTIVELY ONLINE

(Code: BU105)

Many people are using a variety of software programs to present information and training online these days. In fact, it can be quite a challenge to do this in such a way as to keep your audience interested and engaged in the material, especially when they are not in the room with the presenter. In this session, learn how you can effectively present online by developing effective visual aids, and making use of the many features of your online software programs to liven up your delivery.

Unscheduled.

## Save on travel!

Instruction and interaction with peers and instructors is live.

## MICROSOFT EXCEL EXTRAS - ADVANCED FEATURES

(Code: CC270)

You know the basics of the MS Excel program. Now learn about what else you can do to make working with the program even easier and more effective. You will learn more about using graphics, inserting screenshots, sorting and filtering, hyperlinks, comments, adding drop-down lists, importing and exporting data, making excel talk, grouping and using subtotals, automating subtotals, Quick Analysis, Macros, and more.

Unscheduled.

## QUICKBOOKS DESKTOP SERIES

(Code: CC148)

These online sessions are designed to give users of the QuickBooks Desktop Accounting software a good understanding of the program. Gain a solid foundation of how the program works, the features, sales, purchases, payroll, GST, and more.

Unscheduled.



## NEW 2021-2022 DATES COMING SOON!

*Same quality instruction you would receive in a traditional classroom, just offered live in an online environment.*

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