

## **FY2021 Course Descriptions, Dates, Times & Registration Links**

### **Spring 2021 Learning Series**

#### **RF Elevation Sessions: March 10-April 21**

A seven-week live-online master class series focused on taking leadership skills to the next level.

Each two-hour session focuses on specific skills and challenges. Participants are provided knowledge, tools, and templates to elevate their abilities while also having the opportunity to ask questions, brainstorm ideas, and discuss the difficulties, distractions, and roadblocks unique to them.

Classes Full

#### **Leading People Responsibly: April 1, 2021**

An essential course for all people leaders at the RF. Participants receive an overview of the HR responsibilities all managers need to know, as well as the interpersonal skills necessary to be an effective leader. Aspiring leaders are also welcome.

[Registration Link](#)

#### **Ethics and Compliance Training: April 8, 9:00am – 1:00pm**

Situations arise where one is faced with difficult choices and the ethical option is not always clear. It is essential to be aware of the different ways ethics enters into decisions and guides outcomes. This overview of corporate ethics will explore general principles, specific examples, and highlight warning signs that can lead to ethical breakdowns. It will also focus on understanding, identifying, and managing conflicts and related issues like nepotism and accepting gifts from outside sources. With this training, the participant will receive practical guidance and background knowledge for making more ethical decisions and knowing when to ask for help.

[Registration Link](#)

#### **OM & Deputy OM Retreat: April 14, 9:00am-12:30pm**

In this annual gathering, operations managers come together to discuss initiatives for the upcoming fiscal year and their corresponding budget implications.

By Invite Only

#### **Resume & LinkedIn Training: April 20**

In this session, participants will review the parts of a resume, learn tips and tricks for resume success and the basics of building a compelling LinkedIn profile.

By Invite Only

#### **OM & Deputy OM Orientation: April 22**

In this session, nominees meet with the leaders of each functional team at RF Central to discuss their roles and responsibilities as they transition to taking on this important role overseeing RF Operations at their respective campus. After training, authority is officially delegated to the OMs and Deputy OMs.

By Invite Only

#### **Bank of America Program Administrator Training: May 6**

CO AP staff will review the Bank of America P-card, Travel Card & Virtual Payment Programs (e-Payables). We will give an overview of each program including how to request new cards, cancel cards, utilize the Global Card Access site to download statements, and pay monthly statements. The course will end with an overview of the e-Payables program and how vendors are paid via the BOA credit card payment method.

Please note: This course is designed for Bank of America Administrators only. Card holders who are not administrators need not attend.

Presenters include: Candice Sherman and Fortunata Paglialonga.

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### **MS PPT & Word: May 11, 10:00am-11:00am**

This course covers the fundamentals of Microsoft Word and PowerPoint while also introducing several new features of the Microsoft 365 application.

[Registration Link](#)

### **MS Excel Level 100: May 13, 9:30am-10:30am**

This course is designed to expand on basic features of Excel. Learn about templates, sheet structure, cell and sheet formatting tools, functions and formulas, conditional formatting, the basics of pivot tables to filter and visualize data.

[Registration Link](#)

### **MS Excel Level 200: May 13, 11:00am-12:00pm**

Take a dive into the intermediate features of Excel formatting, functions, and accessibility. Attendees taking this course should have a strong understanding of Excel's basic features, navigation, functions, and custom formulas. In this session participants will expand knowledge of notable functions in Excel including a wide variety of cell formatting to manipulate and interpret data, pivot tables for data analysis, options to restrict and protect data in Excel and accessibility options.

[Registration Link](#)

### **LGBTQIA+ Awareness in the Workplace: June 7, 10:00am-11:00am**

This LGBTQ+ training reviews the basics surrounding sexual and gender identity, explores avenues and tactics to make the workplace a safe environment, covers statistics on the LGBTQ+ workplace experience and provide examples of companies that have successfully created true equality for all of its employees.

[Registration Link](#)

### **Juneteenth – A Celebration of Freedom: June 9, 10:00am-11:00am**

Juneteenth is the oldest known celebration commemorating the ending of slavery in the United States. In this workshop, artist and activist Miki Conn will discuss the historical background of Juneteenth, ideas for how to acknowledge the day, and additional resources to further your learning.

[Registration Link](#)