ENHANCE
Your Employee and Organization
PERFORMANCE
With skills-based Training and Certificate Programs

VISIT OUR WEBSITE FOR INFORMATION ON PROGRAMS, VIEW WEBINARS AND MORE!

WWW.KENT.EDU/YOURTRAININGPARTNER
WELCOME!

Hello! Thank you for taking your time to review Kent State’s Spring 2022 Catalog of Professional Development Offerings. As we plan forward into 2022, it is important for us to reflect on all that we have learned over the past two years. Through the Pandemic we’ve proven that even in the face of adversity, we can take positive steps forward.

We have learned that we are strong resilient people who come together in times of crisis. We learned that employees can be productive working remotely. We learned that learning does not have to stop when we can’t be together in-person. We learned that crisis many times leads to new opportunities.

At Kent State’s Center for Corporate and Professional Development, we worked together with our clients and facilitators to develop new approaches to learning. We converted our programs to live, facilitator-led virtual offerings. This new approach allows us to better serve our clients with employees located around the world. What we once offered to organizations in one geographic location at one time we now offer internationally for geographically dispersed audiences.

We are now delivering our programs both virtually and in-person. Take a look at our spring schedule of open enrollment programs. These are just a sampling of Kent State’s available programs. If you do not see what you are looking for, give us a call. I am sure we have a learning solution that fits your needs and can deliver them as tailored programs for your organization.

We look forward to continuing to serve as your training partner!

Kind regards,
Amy Lane
Associate Vice President for Corporate and Professional Development

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KENT STATE UNIVERSITY IS A PROVIDER OF RECERTIFICATION CREDITS FOR THE SHRM-CP AND SHRM-SCP CERTIFICATIONS.

THREE TRAINING OPTIONS FOR YOU

1 INDIVIDUAL TRAINING PROGRAMS

Are you looking to develop skills in certain competencies? Our programs are designed for you to attend individual programs for skills development. You can pick and choose individual professional development programs that fit your learning objectives and work for your schedule.

2 CERTIFICATE-BASED PROGRAMS

We offer certificate programs in areas such as Emerging Leaders, Project Management, Supervision and Management and Training and Development. We also offer certification programs in Lean Six Sigma and Human Resources. Complete the certificate and earn a Kent State digital badge!

3 CUSTOM TRAINING FOR ORGANIZATIONS

Have a group that all need training in a specific topic? Contact us to discuss how we will work with you to tailor programs designed to meet your strategic learning objectives. Bring Kent State to your organization!
2022 SPRING

"Excellent facilitator. The flow of the class was perfect. The explanations helped me to piece everything together."

Jacquie Gonet,
Director of Product Management
IDesign

CALENDAR AT A GLANCE

BE SURE TO CHECK OUR WEBSITE AND SUBSCRIBE TO OUR EMAIL NEWSLETTER FOR UP-TO-DATE INFORMATION ON NEW PROGRAM OFFERINGS OR ANY CHANGES TO THE SCHEDULE BELOW

<table>
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<tr>
<th>FEBRUARY</th>
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<td>Making Great Decisions</td>
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<td>Effective Organizational Leadership: Engage and Execute</td>
<td>Finance and Accounting for the Non-financial Professional</td>
<td>Strategies for Leading the Multigenerational Team</td>
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<td>(SESSION ADDED)</td>
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<td></td>
<td>Turning Conflict Into Collaboration</td>
<td>CELEMI: Agile Move</td>
<td>(PROGRAM FULL)</td>
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<td>Strategies for Leading the Multigenerational Team</td>
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<td></td>
<td>Project Leadership</td>
<td>Coaching Accountability for Impact on People and Result</td>
<td>(PROGRAM FULL)</td>
<td>8</td>
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See page 26 for information about our COVID-19 safety protocols for in-person programs

Contact us today to learn more about our programs and how we can tailor and deliver them for your organization.

MORE INFO: YourTrainingPartner@kent.edu OR 330-672-3416
EMERGING LEADERS

CERTIFICATE FOR EMERGING LEADERS

Training tomorrow’s leaders today is essential to ensuring effective succession planning for your organization. Kent State’s Certificate for Emerging Leaders is designed to help those who have the potential and desire to be a leader, and are new to leadership roles, to develop the skills needed for success.

The certificate programs will provide you with the knowledge to engage direct reports, drive accountability, increase financial acumen, influence colleagues and lead your multigenerational teams.

TRANSFORM YOUR ORGANIZATION WITH A FORWARD THINKING MINDSET

FIVE PROGRAMS comprise the Kent State Certificate for Emerging Leaders:

- Effective Organizational Leadership: Engage and Execute
- Strategies for Leading the Multigenerational Team
- Influencing Up
- Coaching Accountability for Impact on People and Results
- Finance and Accounting for the Non-financial Professional

These programs may be taken individually for particular skill development or in the series to attain Kent State’s Certificate for Emerging Leaders. With this certificate, you will also receive Kent State’s digital certificate badge, a trusted method for real-time credential verification that provides an indicator of your accomplishment for you to display online.

Effective Organizational Leadership: Engage and Execute
Facilitator: Kristy Frieden
In this program, you will learn the characteristics of great leadership and identify the key elements of leadership, how they differ from management and how to make the transition. learn more

Strategies for Leading the Multigenerational Team
Facilitator: Deborah Easton
Today’s workplace is affected by six generational mindsets. This program explains the origins of generational mindsets and their impact on work practices. You will learn practical skills and strategies for leading to maximize the contributions of every generation on your team. learn more

Influencing Up
Facilitator: Amy Shannon
Influencing is a skill that we simply learn as we grow up by copying others around us and is primarily based on our life experiences. However, there are techniques that we can learn and apply to most effectively influence others. learn more

Finance and Accounting for the Non-financial Professional - CELEMI Virtual Apples and Oranges™
Facilitator: Ned Parks
This virtual fun, fast-paced business simulation focuses on the basics of business finance and financial literacy. Working in virtual teams and while filling out the profit and loss statement and balance sheet, participants get instant feedback on how their decisions on matters from customer service to stock management, impact and influence the bottom line. learn more

Coaching Accountability for Impact on People and Results
Facilitator: Deborah Easton
The balance between productivity and work relationships is the key to team success. When people choose behaviors that inhibit a culture of accountability, this balance can be challenging to maintain. learn more

CERTIFICATE FOR EMERGING LEADERS PROGRAMS
SPRING 2022 – LIVE, FACILITATOR-LED VIRTUAL TRAINING

63.9 HOURS AVERAGE EMPLOYEE TRAINING

$1,071 AVERAGE PER LEARNER INVESTMENT

ENROLL NOW
MARCH 8 AND 9, 2022 (FULL)
TUESDAY AND WEDNESDAY
8:30 A.M. TO 12:00 NOON
EACH DAY
$345

ENROLL NOW
MARCH 24 AND 25, 2022 (FULL)
THURSDAY AND FRIDAY
MAY 12 AND 13, 2022 (ADDED)
THURSDAY AND FRIDAY
8:30 A.M. TO 12:00 NOON
EACH DAY
$345

ENROLL NOW
MARCH 17 & 18 (ADDED)
THURSDAY AND FRIDAY
APRIL 12 AND 13 (FULL)
TUESDAY AND WEDNESDAY
8:30 A.M. TO 12:00 NOON
EACH DAY
$345

ENROLL NOW
APRIL 19 AND 20
TUESDAY AND WEDNESDAY
8:30 A.M. TO 12:00 NOON.
EACH DAY
$445

ENROLL NOW
APRIL 26 AND 27, 2022
TUESDAY AND WEDNESDAY
JUNE 6 AND 7, 2022 (ADDED)
MONDAY AND TUESDAY
1:00 P.M. TO 4:00 P.M.
EACH DAY
$345

https://trainingmag.com/2021-training-industry-report/
THE SHRM LEARNING SYSTEM®

Establish yourself as a globally recognized human resource expert by earning the standard in HR certification: SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP).

These professional certifications can open doors for professional advancement, serve to harmonize standards with changing expectations and signal to employers advanced professional development.

Ensure you’re prepared with our professional development program designed for SHRM credential candidates. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

ADVANCING YOUR CAREER

This intensive 12-week program offered by Kent State University combines expert instruction with the 2022 SHRM Learning System® for SHRM-CP/SHRM-SCP, so you will learn faster, retain more knowledge and stay on track for success on the exam.

For those not seeking certification, the SHRM Learning System for SHRM-CP/SHRM-SCP course provides a comprehensive and accelerated option for professional development. Participants gain a generalist viewpoint, refresh key ideas and concepts, strengthen their understanding of core HR competencies and increase their productivity in the workplace.

KENT STATE UNIVERSITY IS A PROVIDER OF RECERTIFICATION CREDITS FOR THE SHRM-CP AND SHRM-SCP CERTIFICATIONS.
LEAN SIX SIGMA PROGRAMS
SPRING 2022 – LIVE, FACILITATOR-LED VIRTUAL TRAINING

Lean Six Sigma Green Belt Training and Certification
Facilitator: Steve Skillman
A highly trained professional, skilled in continuous improvement tools and techniques with the understanding of the concepts of Lean and Six Sigma, can enhance an organization’s processes, assist in increasing productivity, support a continuous improvement culture and help an organization function at peak efficiency and accountability. Kent State’s Lean Six Sigma Green Belt Training and Certification is a focused, intense program for continuous improvement change agents. These change agents will gain an understanding of, and skills in, the in-depth concepts, tools and techniques of Lean and Six Sigma. learn more

ENROLL NOW
BEGINS MARCH 7, 2022
*SEE WEBSITE FOR DATES AND TIMES
$2,995

Lean Six Sigma Black Belt Training and Certification
Facilitator: Steve Skillman
A Lean Six Sigma Black Belt is known as a highly trained team leader, communicator, statistical analyst and project manager. In this program you will learn how to use this diverse set of ‘soft’ and ‘hard’ skills to effectively lead critical business projects to successful completion. Kent State’s Lean Six Sigma Black Belt Training and Certification is a focused, intense program for continuous improvement change agents looking to advance beyond the Green Belt level. learn more

ENROLL NOW
BEGINS APRIL 25, 2022
*SEE WEBSITE FOR DATES AND TIMES
$2,995
* Completion of the Green Belt program is a prerequisite for the Black Belt program

LEAN SIX SIGMA TRAINING AND CERTIFICATION
Smother processes, greater efficiency and cost savings are just a few of the advantages that will make your organization more competitive when you implement Lean and Six Sigma continual improvement principles. Lean techniques eliminate wasteful activities, while Six Sigma is a disciplined method for meeting customers’ expectations and eliminating defects in any process.

*Based on Survey results from sponsoring organization

Investing in Lean Six Sigma training is the beginning of a new way of doing business. A commitment to implementing these methodologies and tools creates a culture of operational excellence. In the end, you’ll achieve bottom-line results from the projects your Black Belts undertake, and you’ll transform your organization into a more efficient, customer-focused one.

MORE INFO: YourTrainingPartner@kent.edu OR 330-672-3416
CERTIFICATE IN PROJECT MANAGEMENT

Managing projects effectively is a vital skill for today’s workplace. The Kent State Certificate in Project Management provides professionals with experience working as project managers or aspiring to take on project management responsibilities, with the skills needed to improve performance, provide leadership and deliver projects on time and on budget.

LEARN THE SKILLS TO MANAGE PROJECTS TO STAY ON TIME AND ON BUDGET

Using a balanced mix of lecture, group exercises and a project case study, you will learn the skills necessary to manage a project from launch through completion. Particular emphasis is placed on defining the customer’s requirements and building a realistic schedule. This certificate consists of the following programs:

REQUIRED CORE PROGRAM:
- Essential Skills for Managing Projects

REQUIRED OPTIONAL:
- Your choice of one of the following two programs:
  - Advanced Skills for Managing Projects
  - Project Leadership

The tools and principles taught in this certificate are based on the Project Management Institute’s (PMI)® Project Management Body of Knowledge (PMBOK® Guide). Kent State facilitator Bob Jewell is a certified Project Management Professional (PMP) through the Project Management Institute.

These programs may be taken individually for particular skill development or in the series to attain Kent State’s Certificate in Project Management. With this certificate, you will also receive Kent State’s digital certificate badge, a trusted method for real-time credential verification that provides an indicator of your accomplishment for you to display online.

PMI and PMBOK® Guide are registered marks of the Project Management Institute Inc.

See page 26 for information about our COVID-19 safety protocols for in-person programs.
SUPERVISION AND MANAGEMENT FUNDAMENTALS CERTIFICATE

**REQUIRED CORE PROGRAMS**

Indicates one of the FOUR CORE (required) programs to earn the Fundamentals certificate. See page 15-16 for description of the elective programs.

### Enhancing Interpersonal Communication Skills
**Facilitator: Deborah Easton**

Effective communication skills give you the power to achieve success in your supervisory role, as well as in all of your relationships. This program provides you the opportunity to assess communication strengths and weaknesses and to learn a variety of practical, powerful communication strategies that can be applied immediately on the job, with peers, subordinates and supervisors. [Learn More](#)

**ENROLL NOW**

**FEBRUARY 22 AND 23, 2022**

**TUESDAY AND WEDNESDAY**

8:30 A.M. TO 12:00 NOON EACH DAY

$345

### Motivating Employees
**Facilitator: Mike Rooney**

Have you found what works to motivate your employees for improved performance? Learn about the many motivational options beyond increased pay. Find out what types of rewards work in what types of circumstances. Gain ideas you can use to impact employee performance upon your return to the workplace. [Learn More](#)

**ENROLL NOW**

**MARCH 1 AND 2, 2022**

**TUESDAY AND WEDNESDAY**

8:30 A.M. TO 12:00 NOON EACH DAY

$345

### Turning Conflict Into Collaboration
**Facilitator: Ned Parks**

Conflict is natural within the workplace and a predictable part of working with others. Yet unresolved conflict negatively affects morale, motivation, communication, attitudes and productivity. If handled appropriately, your conflict can lead to positive, cooperative situations. [Learn More](#)

**ENROLL NOW**

**MAY 24, 2022**

**TUESDAY**

8:30 A.M. TO 4:30 P.M.

$345
SUPERVISION AND MANAGEMENT FUNDAMENTALS CERTIFICATE

REQUIRED CORE PROGRAMS

- Indicates one of the FOUR CORE (required) programs to earn the Fundamentals certificate. See page 15-16 for description of the elective programs.

**Managing Discipline**
Facilitator: Mike Rooney

Manage discipline effectively and your organization will observe reduced discord among employees, decreased numbers of grievances and increased productivity. You and your organization will experience increased cooperation among employees and sustained positive employee relations, leading to an enhanced organizational culture where everyone is working together toward the same goals. [learn more]

**Understanding Emotional Intelligence to Increase Your Effectiveness**
Facilitator: Kristy Frieden

Whether we are at work, home or in our community, knowing and managing our emotions, and responding appropriately to the emotions of others, will determine our ability to work effectively and achieve the outcomes we desire. [learn more]

**Effective Business Writing Techniques**
Facilitator: Brian Harrell

The focus of this program is on the study and application of best practices for writing in today’s diverse, digital and intercultural workplace. The ability to write clearly and effectively is a vital skill as a professional. [learn more]

**Coaching for Top Performance**
Facilitator: Amy Shannon

Are you prepared to get the best from your organization’s employees? The greatest impact managers can make comes from how they deliver results through others. [learn more]

**Dealing with Difficult Behaviors**
Facilitator: Deborah Easton

One of the greatest causes of workplace stress is dealing with “problem” people: customers, co-workers, employees, or managers. Most people’s reaction is to “fight fire with fire,” escalating an already tense situation. [learn more]

**Lean for Frontline Supervisors**
Facilitator: John Potkalitsky

This one-day program is developed based on the “Five Needs of a Supervisor,” identified by industry experts in the Training Within Industry (TWI) Service, a model for training people in industry and arguably the “ground zero” of Lean and Kaizen. [learn more]
SUPERVISION AND MANAGEMENT ELECTIVE PROGRAMS

SUPERVISION AND MANAGEMENT ADVANCED CERTIFICATE
REQUIRED CORE PROGRAMS

- Indicates one of the THREE CORE (required) programs to earn the certificate. See page 15-16 for description of the elective programs

**Effective Performance Management for Managers and Supervisors**
Facilitator: Kristy Frieden

Research shows that a majority of managers, employees and HR leaders feel that their performance management results are ineffective and/or inaccurate. Additionally, performance reviews are dreaded by most managers and seem to demotivate and disengage rather than inspire employees to work more efficiently and productively. In this program, you will learn how to put value back into your performance review process by understanding the key components of a successful performance management system. [learn more]

**CELEMI Agile Move™**
Facilitator: Ned Parks

Agile is a set of values and principles for any project or initiative that focus on customer value, leadership, teamwork and decision-making. In CELEMI Agile Move™, participants work in teams to explore and develop an Agile mindset. This digital business simulation is set in a fictitious company dealing with the typical operational, strategic and leadership challenges that many organizations are facing today. Participants work through the challenges and discuss and agree on which route to take – and get instant feedback on how well their decisions align with agile principles. Teams compete to see who can work the most agile and deliver the best results. [learn more]

**Finance and Accounting for the Non-financial Professional - CELEMI Virtual Apples and Oranges™**
Facilitator: Ned Parks

This virtual fun, fast-paced business simulation focuses on the basics of business finance and financial literacy. Working in virtual teams and while filling out the profit and loss statement and balance sheet, participants get instant feedback on how their decisions on matters from customer service to stock management, impact and influence the bottom line. [learn more]

CORPORATE SUBSCRIPTION PROGRAM

MANAGE YOUR TRAINING NEEDS & YOUR TRAINING BUDGET WITH OUR CORPORATE SUBSCRIPTION PROGRAM

By investing in a Kent State Corporate Partnership Subscription Program you may purchase blocks of registrations for Kent State’s one- and two-day public, open enrollment programs at discounted rates.

Your benefits of this investment include:

- Selection of high-quality training that meets your strategic training objectives
- Confidence that your employees develop skills and remain engaged
- Reduced number of registration transactions and saved time
- Discounted training costs and efficiency with one simple payment
- Invitation to join Kent State’s Advisory Board (based on investment level)

"I chose to go with the subscription plan because it allowed for a lot of flexibility in the training we offer and gave managers a ton of courses to choose from for themselves and their teams. We have always had great success with Kent State’s offerings, so I knew the courses were great quality. Having the employees as excited about the plan as we were in HR was the cherry on top! Thanks, KSU!"

Michele Hicks, SPHR
VP, Human Resources
VHT

Email us for more information
CERTIFICATE OF TRAINING AND DEVELOPMENT

Kent State’s Certificate of Training and Development provides you with the skills and knowledge necessary to design and deliver effective employee training - whether you are delivering your training programs in-person or virtually. You will learn to use a systematic method for developing effective training content. The comprehensive certificate consists of two programs providing high-impact, practical skills and tools for developing and facilitating your adult learning experiences.

THE PROGRAMS INCLUDE:

- Each One Teach One: Engaging Employees in Experiential Learning
- High-impact Learning: Fundamentals for Designing the Adult Learning Experience

$92.3 BILLION
TOTAL U.S. TRAINING EXPENDITURES in 2021
https://trainingmag.com/2021-training-industry-report/
CERTIFIED DIGITAL MARKETING PROFESSIONAL + PROFESSIONAL CERTIFIED MARKETER

Two Great Marketing Leaders. One Powerful Course. Not only will you receive a DMI certification, but you also receive the Professional Certified Marketer (PCM) awarded by the American Marketing Association (AMA). Both are internationally recognized. Get ahead and stand out in your career with dual online digital marketing certifications. Delivered 100% online, learn Google Ads (PPC), Analytics, Facebook Ads, content marketing, SEO and more. Two certifications for the price of one.

You will acquire a hands-on learning experience that will enable you to demonstrate a strong foundation in digital marketing, covering the main concepts, techniques, and skills required in order to develop, plan and implement an effective digital marketing strategy.

- Gain a holistic understanding and competency in the key areas of digital marketing
- Learn durable skills so you can stay relevant, no matter what’s trending
- Join a community of like-minded marketers and industry experts
- Keep learning with Continuous Professional Development (CPD) on Marketing Topics

$1.3 TRILLION
The estimated amount a lack of digital skills in the workforce is costing the US economy and harming productivity each year.

Digital Marketing Institute 2021

DIGITAL MARKETING CERTIFICATIONS

SPRING 2022 – ONLINE, ON-DEMAND TRAINING

This online digital marketing certification is ideal for a wide range of professionals including Marketing Executives, Managers, IT Managers and Senior Management. It is also ideal for small business owners or anyone involved in the planning, implementation or measurement of digital strategies, along with anyone keen to pursue a career in digital marketing. Becoming a Certified Digital Marketing Professional will benefit you regardless of your skills or experience and will empower you to maximize the impact of your marketing through powerful digital tools.

Certified Digital Marketing Professional + Professional Certified Marketer

Upon successful completion of a three-hour computer-based examination, you are awarded two of the world’s most widely recognized digital marketing certifications – the DMI certification and the Professional Certified Marketer (PCM) awarded by the American Marketing Association (AMA).

As a certified digital marketing professional you get the confidence you need to create and steer transformative and revenue generating digital marketing strategies for organizations of any and all sizes. You will also receive a globally recognized certified professional badge to display on your LinkedIn profile, while also gaining access to the MyDMI membership platform to maintain your skills as you continue to learn and grow, to network, and to gain valuable CPD points.

ENROLL NOW

BEGINS FIRST OF EACH MONTH

SEE WEBSITE FOR ADDITIONAL INFORMATION

30 HOURS FLEXIBLE ONLINE LEARNING

$1368 (* limited time rate)

TRAINING TO HELP YOU GROW YOUR CAREER

Delivered 100% online, learn Google Ads (PPC), Analytics, Facebook Ads, content marketing, SEO and more. Two certifications for the price of one. By the end of this comprehensive digital marketing training, you will be able to:

- Increase your website’s visibility through search engine optimization (SEO) techniques
- Drive qualified traffic to your website through pay-per-click (PPC) advertising
- Execute social video and digital display campaigns
- Capture, segment, and manage email subscribers in order to plan and execute a successful email marketing campaign
- Use suitable social media channels for different business goals and objectives
- Measure and optimize your social media campaigns
- Leverage mobile marketing for its micro-targeting advantages
- Analyze and optimize your overall digital marketing activity
In today’s fast-paced world, many of us find it difficult to take time away from work and family activities to attend professional development programs.

Kent State’s online training offerings may fit better into your schedule. You can take these programs before breakfast, during lunch, late at night or any other time you find convenient! Kent State makes a variety of topics available.

**ONLINE TRAINING PROGRAMS**

IMPROVE YOUR SKILLS ON YOUR OWN TIME WITH ONLINE TRAINING PROGRAMS

It is easy to participate in your online program. After you register, you will receive via email a web address and password to access your online classroom. You will use your email address and password to gain access to the learning.

The online classroom is open 24 hours a day seven days a week. There are no live real-time requirements or meetings. You decide when you participate.

A sampling of the program offerings are shown on the next page.

**ONLINE CERTIFICATE PROGRAMS**

Complete the certificate programs below in just a few short months. Engage with other online participants and facilitators on your own schedule.

**Bookkeeping Certificate**

The Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. This program focuses on cash basis accounting.

[ENROLL]

**Certificate in Business Writing**

Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill.

[ENROLL]

**Certificate in Data Analysis**

Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Data Analysis is quickly becoming one of the most sought-after skills in the workplace.

[ENROLL]

**Entrepreneurship Certificate**

Boost your chances of success for your new or small business and reduce your risks. Learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans.

[ENROLL]

**Graphic Design Software Essentials Certificate**

The Adobe software tools are the leading software for graphic design. Learn to use Adobe Illustrator, Photoshop and InDesign to design logos, flyers, posters, banners, business cards, brochures, flyers, books, magazines and more.

[ENROLL]

**Mastering Video Marketing Certificate**

Video marketing is the most recent new marketing trend. Shoppers who viewed product videos were 144 percent more likely to add the product to their cart. Learn video marketing techniques including storytelling, SEO and increasing shopping cart conversions.

[ENROLL]

**Social Media for Business Certificate**

From Facebook to Twitter, blogging, YouTube, LinkedIn and more, discover the new principles of communication that apply across all networks, how these specific social networks work and the possible uses for your organization.

[ENROLL]

**ONLINE INDIVIDUAL PROFESSIONAL DEVELOPMENT PROGRAMS**

Click the [ENROLL] to learn more or to register and get started immediately.

**Computer Applications [ENROLL]**

- Adobe: Acrobat, Dreamweaver, Illustrator, InDesign, Photoshop, Premiere
- AutoCAD
- Certified Network Professional (CCNP)
- Intuit Quickbooks
- Microsoft: Access, Excel, Outlook, PowerPoint, Suite, Word
- Web Design: HTML5, CSS3

**Project Management Online Programs [ENROLL]**

- Project Quality Management
- Project Risk Management
- Agile Development and Project Management
- Project Scope Management
- Project Management for IT Professionals

**On-Demand Learning Programs [ENROLL]**

- Certified Associate in Project Management (CAPM) Exam Prep
- Project Management Professional PMP® Exam Prep
- Introduction to Project Management

**Online Professional Development Programs [ENROLL]**

- Business Ethics
- Corporate Social Responsibility
- Critical Thinking
- Effective Negotiations
- Organizational Strategy
- Professional Communication
- Public Speaking
- Many More!
REGISTRATION INFORMATION

**EASY WAYS TO REGISTER**

Visit [www.kent.edu/yourtrainingpartner/our-programs-services](http://www.kent.edu/yourtrainingpartner/our-programs-services)

**330-672-3416** between 8 a.m. and 5 p.m. daily with your registration.

![Credit Card Logos]

Email us at YourTrainingPartner@kent.edu

**DISCOUNTS**

- **10% OFF:** Three or more employees registered for the same program
- **5% OFF:** Three or more employees registered in a group of various programs at the same time.

**CORPORATE PARTNERSHIP PROGRAM:**

Save even more with our NEW [Corporate Subscription Partnership Program](mailto:YourTrainingPartner@kent.edu)!

Email Us for Details. YourTrainingPartner@kent.edu

**CANCELLATION AND TRANSFER POLICY**

Kent State University reserves the right to cancel programs. In the event that your program is cancelled, a full refund will be issued. Fees paid by credit cards will be processed immediately. Check and cash payments will be refunded with a Kent State University check issued within four weeks of cancellation.

Should you wish to withdraw from a program for which you are registered, you may cancel the registration or transfer into the next scheduled program according to the following policies:

- Kent State must be notified of your cancellation or request to transfer to the next scheduled program more than **five business days** prior to the program start date to receive a 100 percent refund or no fee for the transfer.
- If Kent State is notified of your cancellation or request for transfer fewer than **five business days** before the program start date, you may receive a 50 percent refund for the cancellation; a $50 transfer fee will be applied if you choose to transfer into the next scheduled program.
- There will be no refund if Kent State receives notification of the cancellation on the program start date or if you do not attend the program.
- If you are unable to attend, you may substitute another member of your organization at no additional cost. Please notify Kent State of this change before the program start.
- Kent State’s transfer policy allows for a one-time transfer into the next scheduled program within one year of the transfer request according to the policies above.

**IN-PERSON TRAINING INFORMATION:**

Educational Service Center (ESC) of Northeast Ohio
6393 Oak Tree Blvd. South Independence, OH 44131
[www.escneo.org](http://www.escneo.org)

The ESC is conveniently located off I-77 and I-480 in Independence Ohio. Parking is free.

**MEET OUR FACILITATORS**

Kent State’s Center for Corporate and Professional Development employee development training facilitators are subject matter experts with a passion for the area of their expertise.

They have many years of practical real-world experience that enables them to customize the training content to your organization and allows for seamless application by your employees.

**COVID-19 PROTOCOLS FOR KENT STATE’S IN-PERSON PROGRAMS:**

The safety of everyone in attendance at our talent development programs is a top priority. Just a reminder that Kent State University protocols require all in-person program participants to wear a face covering, regardless of vaccination status.

This applies to all university-sponsored programs on or off the Kent State University campuses.

Contact us today to learn more about our programs and how we can tailor and deliver them for your organization.

MORE INFO: YourTrainingPartner@kent.edu OR 330-672-3416
CUSTOM TRAINING SOLUTIONS

Why hire a private consulting firm that tries to sell you one solution when you can partner with a world-class university whose performance consultants focus on YOUR strategic objectives?

CUSTOM TRAINING SOLUTIONS TO FIT YOUR ORGANIZATION’S NEEDS

Gain the advantages of partnering with Kent State’s Center for Corporate and Professional Development. You receive a strategic solution, competitive pricing and quick response times. When working with Kent State, you can expect to experience a strategic approach to the training or consulting solution, which ensures that it has noteworthy, relevant impact. You also know that the professionals effectively manage the details.

- STRATEGIC SOLUTIONS
- COMPETITIVE PRICING
- QUICK RESPONSE TIMES

Kent State’s tailored live, facilitator-led training for your organization’s groups is delivered in the format that is most practical for you – either in-person or virtually. Our client-objectives focus is unmatched; we offer flexible scheduling that meets your talent development needs for your associates in geographically dispersed locations across multiple time zones.

YOU’RE IN GOOD COMPANY WHEN YOU PARTNER WITH US!

THE CENTER FOR CORPORATE AND PROFESSIONAL DEVELOPMENT IS YOUR PARTNER FOR COMPREHENSIVE EXPERTISE AND PROVEN SOLUTIONS IN TALENT AND ORGANIZATION DEVELOPMENT.

NEED A CUSTOM TRAINING SOLUTION?

CONTACT US TODAY TO LEARN MORE ABOUT OUR TAILORED CONTRACT TRAINING PROGRAMS AND HOW WE CAN DELIVER THEM FOR YOUR ORGANIZATION.

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