



LANTEC Professional Development Course Schedule: February 2022 - May 2022

***Class Hours are 8:00am-5:00pm unless otherwise noted**

Baton Rouge: 11512 Lake Sherwood Ave. N - 225.293.0656 Lafayette: 900 E. St. Mary Blvd. Suite 209 - 337.233.2016 New Orleans: 3500 N Causeway Blvd Suite 1050 - 504.576.1010	vILT				BATON ROUGE				LAFAYETTE				NEW ORLEANS			
	Feb	March	April	May	Feb	Mar	Apr	May	Feb	Mar	Apr	May	Feb	Mar	Apr	May
PROFESSIONAL IMPROVEMENT & COMMUNICATION																
Anger Management (\$250)																
Building Cohesive Teams (\$250)																
Business Ethics (\$250)																
Business Etiquette (\$250)			11													
Conflict Resolution (\$250)																
Critical Elements of Superior Customer Service (1 day - \$250)			7													
Critical Elements of Superior Customer Service (2 days - \$500)		21	28	23												
Dealing with Organizational Change (4 hour - \$125)																
Dealing with Organizational Change (\$250)																
Effective Business Writing (\$250)																
Effective Presentations (\$250)	24															
Emotional Intelligence (4 hour - \$125)																
Emotional Intelligence (\$250)		23	26													
Interpersonal Communication Techniques (4 hour - \$125)																
Interpersonal Communication Techniques (\$250)			28													
Mastering Principles of Motivation (4 hour - \$125)		31		25												
Navigating Difficult Conversations (\$250)	24	29		24												
Planning and Delivering Productive Meetings (\$250)		10	21													
Stress Management (\$250)																
Time Management (4 hour - \$125)																
Time Management (\$250)		3	22	9												
SMART Goal Setting (2 hour - \$62.50)			18													
Utilizing Personality Types for Self-Leadership (\$250)				11												
Cultivating a Positive Workplace Culture (\$250)																
Fostering Workplace Empathy for Increased Productivity (\$125)																
Influence and Persuasion (\$250)			5,7,12,14,19 20,21													
Train the Trainer (3 days - \$1,195)										8						
MANAGERIAL/LEADERSHIP DEVELOPMENT																
Accountability / Leading Up (4 hour - \$125)		11														
Building Collaboration w/ Conversational Leadership Techniques (\$250)		16		10												
Coaching & Mentoring (\$250)		22	13													
Crisis Management (\$250)																
Employee Performance Management (\$250)	25															
Leadership 101: An Executive Team Workshop (2 days - \$500)																
Leadership Skills for Supervisors (\$250)																
Managing the Virtual Workplace (\$250)																
Motivating Your Workforce (\$250)																
Overcoming Team Dysfunctions (4 hour - \$125)																
Strategic Decision Making & Problem Solving (1 day - \$250)																
Strategic Decision Making & Problem Solving (2 days - \$500)			28													
FISCAL MANAGEMENT																
Financial Management (\$250)																

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HUMAN RESOURCES TOPICS																
Diversity Awareness (4 hour - \$125)																
Diversity: Equity and Inclusion (\$250)			18													
Disability Awareness (\$250)																
Hiring for Success: Interviewing Skills (\$250)																
Sexual Harassment Awareness and Prevention (\$125)																
Sexual Harassment - A Guide for Prevention (\$250)		30														
Human Resource Skills for Non-HR Managers (\$250)																
PROJECT MANAGEMENT																
Project Management Fundamentals (\$250)			25													
Project Management Intermediate (\$250)				24												
Project Management Advanced (\$250)		4														
SALES & MARKETING SKILLS																
Sales Professional Essentials (1 day - \$250)																
Sales Professional Essentials (2 days - \$500)		17														
SAFETY AND SPECIALTY COURSES																
HIPAA Overview (4 hour - \$125)																
Defensive Driving (6 hour - \$160)				14												
Active Shooter Mitigation (4 hours - \$125)			5													
NSC CPR AED (4 hour - \$125)																
NSC First Aid CPR AED (6 hour - \$187.50)																
Bloodborne Pathogens (2 hour - \$62.50)																
SAFER: Safe Actions for Employee Return (4 hour - \$125)																
Elderly Sensitivity (4 hour - \$125)																

PROFESSIONAL DEVELOPMENT