



**LANTEC Professional Development Course Schedule: January 2022 - April 2022**

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

<b>Baton Rouge: 11512 Lake Sherwood Ave. N - 225.293.0656</b> <b>Lafayette: 900 E. St. Mary Blvd. Suite 209 - 337.233.2016</b> <b>New Orleans: 3500 N Causeway Blvd Suite 1050 - 504.576.1010</b>	vILT				BATON ROUGE				LAFAYETTE				NEW ORLEANS			
	Jan	Feb	March	April	Jan	Feb	Mar	Apr	Jan	Feb	Mar	Apr	Jan	Feb	Mar	Apr
<b>PROFESSIONAL IMPROVEMENT &amp; COMMUNICATION</b>																
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)	27			7												
Critical Elements of Superior Customer Service (2 days - \$500)		18	21	28												
Dealing with Organizational Change (4 hour - \$125)																
Dealing with Organizational Change (\$250)																
Effective Business Writing (\$250)		18														
Effective Presentations (\$250)		1,8,9,17 24														
Emotional Intelligence (4 hour - \$125)																
Emotional Intelligence (\$250)			23	26												
Interpersonal Communication Techniques (4 hour - \$125)																
Interpersonal Communication Techniques (\$250)		2		28												
Mastering Principles of Motivation (4 hour - \$125)			16													
Navigating Difficult Conversations (\$250)		24	29													
Planning and Delivering Productive Meetings (\$250)	19,26		10	21												
Stress Management (\$250)																
Time Management (4 hour - \$125)																
Time Management (\$250)	17,25		3	22												
SMART Goal Setting (2 hour - \$62.50)			7													
Utilizing Personality Types for Self-Leadership (\$250)																
Cultivating a Positive Workplace Culture (\$250)																
Fostering Workplace Empathy for Increased Productivity (\$125)																
Influence and Persuasion (\$250)				5,6,7,12,13 14,19,20,21 26 27,28												
Train the Trainer (3 days - \$1,195)																
<b>MANAGERIAL/LEADERSHIP DEVELOPMENT</b>																
Accountability / Leading Up (4 hour - \$125)			11													
Building Collaboration w/ Conversational Leadership Techniques (\$250)			16													
Coaching & Mentoring (\$250)	20		22	13												
Crisis Management (\$250)																
Employee Performance Management (\$250)		25														
Leadership 101: An Executive Team Workshop (2 days - \$500)																
Leadership Skills for Supervisors (\$250)		10		7,20												
Managing the Virtual Workplace (\$250)																
Motivating Your Workforce (\$250)		15														
Strategic Decision Making & Problem Solving (1 day - \$250)																
Strategic Decision Making & Problem Solving (2 days - \$500)			10													
<b>FISCAL MANAGEMENT</b>																
Financial Management (\$250)																

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	Jan	Feb	March	April	Jan	Feb	Mar	Apr	Jan	Feb	Mar	Apr	Jan	Feb	Mar	Apr
<b>HUMAN RESOURCES TOPICS</b>																
Diversity Awareness (4 hour - \$125)																
Diversity: Equity and Inclusion (\$250)		11														
Disability Awareness (\$250)																
Hiring for Success: Interviewing Skills (\$250)		3,15														
Sexual Harassment Awareness and Prevention (\$125)																
Sexual Harassment - A Guide for Prevention (\$250)			30													
Human Resource Skills for Non-HR Managers (\$250)																
<b>PROJECT MANAGEMENT</b>																
Project Management Fundamentals (\$250)	21															
Project Management Intermediate (\$250)		11														
Project Management Advanced (\$250)			4													
<b>SALES &amp; MARKETING SKILLS</b>																
Sales Professional Essentials (1 day - \$250)																
Sales Professional Essentials (2 days - \$500)			17													
<b>SAFETY AND SPECIALTY COURSES</b>																
HIPAA Overview (4 hour - \$125)																
Defensive Driving (6 hour - \$160)																
Active Shooter Mitigation (4 hours - \$125)																
NSC CPR AED (4 hour - \$125)							15									
NSC First Aid CPR AED (6 hour - \$187.50)							15									
Bloodborne Pathogens (2 hour - \$62.50)							15									
SAFER: Safe Actions for Employee Return (4 hour - \$125)																
Elderly Sensitivity (4 hour - \$125)																

**PROFESSIONAL DEVELOPMENT**