



**LANTEC Professional Development Course Schedule: November 2021 - February 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			
	Nov	Dec	Jan	Feb	Nov	Dec	Jan	Feb	Nov	Dec	Jan	Feb	Nov	Dec	Jan	Feb
<b>PROFESSIONAL IMPROVEMENT &amp; COMMUNICATION</b>																
Anger Management (\$250)																
Building Cohesive Teams (\$250)		17														
Business Ethics (\$250)																
Business Etiquette (\$250)																
Conflict Resolution (\$250)	30															
Critical Elements of Superior Customer Service (1 day - \$250)			27													
Critical Elements of Superior Customer Service (2 days - \$500)							18									
Dealing with Organizational Change (4 hour - \$125)																
Dealing with Organizational Change (\$250)																
Effective Business Writing (\$250)				18												
Effective Presentations (\$250)			7	1,8,9,16,17,24												
Emotional Intelligence (4 hour - \$125)																
Emotional Intelligence (\$250)		21														
Interpersonal Communication Techniques (4 hour - \$125)																
Interpersonal Communication Techniques (\$250)		14		2												
Mastering Principles of Motivation (4 hour - \$125)																
Navigating Difficult Conversations (\$250)				24												
Planning and Delivering Productive Meetings (\$250)			11,19,26													
Stress Management (\$250)		2														
Time Management (4 hour - \$125)																
Time Management (\$250)																
SMART Goal Setting (2 hour - \$62.50)		15														
Utilizing Personality Types for Self-Leadership (\$250)	23															
Cultivating a Positive Workplace Culture (\$250)		3														
Fostering Workplace Empathy for Increased Productivity (\$125)		7,9,15,16														
Influence and Persuasion (\$250)																
Train the Trainer (3 days - \$1,195)											12					
<b>MANAGERIAL/LEADERSHIP DEVELOPMENT</b>																
Accountability / Leading Up (4 hour - \$125)																
Building Collaboration w/ Conversational Leadership Techniques (\$250)		10														
Coaching & Mentoring (\$250)			20													
Crisis Management (\$250)																
Employee Performance Management (\$250)																
Leadership 101: An Executive Team Workshop (2 days - \$500)																
Leadership Skills for Supervisors (\$250)				10												
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)																
<b>FISCAL MANAGEMENT</b>																
Financial Management (\$250)		14														

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	Nov	Dec	Jan	Feb	Nov	Dec	Jan	Feb	Nov	Dec	Jan	Feb	Nov	Dec	Jan	Feb
<b>HUMAN RESOURCES TOPICS</b>																
Diversity Awareness (4 hour - \$125)																
Diversity Awareness (\$250)																
Diversity: Equity and Inclusion (\$250) *Coming Q1, 2022				11												
Disability Awareness (\$250)																
Hiring for Success: Interviewing Skills (\$250)																
Sexual Harassment Awareness and Prevention (\$125)																
Sexual Harassment - A Guide for Prevention (\$250)																
Human Resource Skills for Non-HR Managers (\$250)		8														
<b>PROJECT MANAGEMENT</b>																
Project Management Fundamentals (\$250)			21													
Project Management Intermediate (\$250)				11												
Project Management Advanced (\$250)																
<b>SALES &amp; MARKETING SKILLS</b>																
Sales Professional Essentials (1 day - \$250)																
Sales Professional Essentials (2 days - \$500)											13					
<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)											7,9					
NSC First Aid CPR AED (6 hour - \$187.50)											7,9					
Bloodborne Pathogens (2 hour - \$62.50)											7,9					
SAFER: Safe Actions for Employee Return (4 hour - \$125)																
Elderly Sensitivity (4 hour - \$125)																

**PROFESSIONAL DEVELOPMENT**