LANTEC CORPORATE TRAINING Microsoft Partner

MARC MID-AMERICA REGIONAL COUNCIL GTI GOVERNMENT TRAINING INSTITUTE

# Application Course Schedule: November 2026 - August 2027

***Class Hours are 8:00am-5:00pm CST unless otherwise noted**
**Each course is 8 hours unless otherwise indicated**

| All classes delivered in the live, virtual instructor-led format | vILT Scheduled Dates | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Nov | Dec | Jan | Feb | Mar | April | May | June | July | Aug |
| **PERSONAL COMPUTING, OPERATING SYSTEMS, AND SECURITY AWARENESS** | | | | | | | | | | |
| Keyboarding A to Z ($235) (*requires 5 or more to schedule) | | | | | | | | | | |
| Using Microsoft Windows 11 with CoPilot ($235) | | | | | | | | | | |
| Working with Copilot in Windows and Edge (4 hours/$110) | | | | | | | | | | |
| The Modern AI Professional ($470) | | 8 | 20 | | 8 | | | | | |
| Building AI Agents for Business with Copilot ($470) | | 21 | | 10 | | | | | | |
| Working Smarter with Claude AI ($470) | | 9 | | 2 | 17 | | | | | |
| Using Google Workspace ($235) (*requires 5 or more to schedule) | | | | | | | | | | |
| Security Awareness ($425) | | | | | | | | | | |
| **MICROSOFT 365 *including Office, Copilot, Productivity Apps & Collaboration Tools** | | | | | | | | | | |
| AI Foundations Using Copilot ($470) | 25 | 22 | 5 | 12 | 16 | | | | | |
| Access Level 1 ($235) | | | 20 | | | | | | | |
| Access Level 2 ($235) | | 2 | | | | | 7 | | | |
| Excel Level 1 ($235) | 19 | 3 | 7 | 18 | 4 | 8 | | | | |
| Excel Level 2 ($235) | 25 | 14 | 15 | 2 | 15 | 19 | | | | |
| Excel Level 3 ($235) | 17 | 22 | 19 | 24 | | 29 | | | | |
| AI-Powered Excel: Data, Dashboards & Decisions ($470) | 19 | 15 | 28 | 24 | | | | | | |
| Excel Advanced Data Analysis with PivotTables & PowerPivot ($235) | 18 | | | | | | | | | |
| Excel Dashboard ($235) | | | | | | | | | | |
| Excel VBA ($235) | | | | | | | | | | |
| OneNote ($235) | | | | | | | | | | |
| Outlook ($235) | | 3 | | | | 12 | | | | |
| PowerPoint Level 1 ($235) | 17 | | 8 | | 25 | | | | | |
| PowerPoint Level 2 ($235) | | | 26 | | | | | | | |
| Project - Level 1 & Level 2 (2 days, $595) | | | | | | | | | | |
| SharePoint Modern Experience Site User ($470) | 20 | | 25 | | | 6 | | | | |
| SharePoint Modern Experience Power User (2 days, $975) | | | | | | | | | | |
| Teams ($235) | | 18 | | | | | | | | |
| Visio - Level 1 & Level 2 (2 days, $595) | | | | | | | | | | |
| Word Level 1 ($235) | | 18 | | | | | | | | |
| Word Level 2 ($235) | | | 21 | | | | | | | |
| Word Level 3 ($235) | 23 | | | | 24 | | | | | |
| **BUSINESS INTELLIGENCE** | | | | | | | | | | |
| PowerBI Data Analysis Practitioner (2 days, $725) | | 10 | | | | | | | | |
| Tableau Desktop Level 1 (2 days, $725) | | | | | | | | | | |
| Tableau Desktop Level 2 (2 days, $725) | | | | | | | | | | |
| **ADOBE CREATIVE SUITE** | | | | | | | | | | |
| Adobe Acrobat Pro DC - Level 1 & Level 2 (2 days, $595) | | | 11 | | | 20 | | | | |
| Adobe Illustrator CC - Level 1 & Level 2 (2 days, $595) | | | | | 1 | | | | | |
| Adobe InDesign CC - Level 1 & Level 2 (2 days, $595) | | | | | | | | | | |
| Adobe Photoshop CC - Level 1 & Level 2 (2 days, $595) | | | | | | | | | | |

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| **PROFESSIONAL IMPROVEMENT & COMMUNICATION** | | | | | | | | | | |
| Accountability & Leading Up (4 hours/$110) | | | 4 | 23 | 22 | | 14 | | | |
| Building Cohesive Teams ($235) | | | 19 | | 5,24 | | | | | |
| Business Ethics ($235) | | 10 | | | | 6 | | | | |
| Business Etiquette ($235) | | | | 25 | | 5 | | | | |
| Critical Elements of Customer Service ($235) | | 2,17 | 8 | 16 | | 29 | | 17 | | |
| Conflict Resolution ($235) | 24 | | 14 | 4,24 | | | | | | |
| Critical Thinking ($235) | | 10 | | 17 | | | 27 | | | |
| Cultivating a Positive Workplace Culture ($235) | | | 22 | 3 | 10 | | | | | |
| Dealing with Organizational Change ($235) | | | 5 | | 25 | | | 9 | | |
| Effective Business Writing ($235) | | 23 | | | | | | | | |
| Effective Presentations ($235) | | 21 | | | | | | | | |
| Emotional Intelligence ($235) | | | 6 | | | 16 | | | | |
| Fostering Workplace Empathy for Increased Producutivity (4 hours, $110) | | | 22 | | 26 | | | | | |
| Influence and Persuasion ($235) | | | 6 | | 30 | | | 16 | | |
| Interpersonal Communication Techniques ($235) | 18 | 11 | | | 23 | | | 24 | | |
| Mastering Principles of Motivation (4 hours, $110) | 25 | | | | | | | | | |
| Navigating Difficult Conversations ($235) | | | 7,29 | 19 | | 7 | | | | |
| Negotiating for Results ($235) | 30 | | | | | 1 | | | | |
| Overcoming Team Dysfunctions (4 hours, $110) | | | | | 23 | | | | | |
| Planning and Delivering Productive Meetings ($235) | | | | | | | | | | |
| SMART Goal Setting (2 hours, $68.75) | | | | | | | | | | |
| Stress Management ($235) | | 18 | | 5 | | 15 | | | | |
| Time Management ($235) | | 15 | | 1 | | 9 | | | | |
| Train the Trainer (3 days,$900) | | | | | | | | | | |
| Using DISC Assessments to Improve Performance (4 hours, $110) | | | | | | | | | | |
| Utilizing Personality Types for Self-Leadership ($235) | | 14 | | | 3 | | | 14 | | |
| Working Remotely ($235) | | | | | | | | | | |
| Workplace Resilience & Wellness ($235) | | | | | | | | | | |
| **MANAGERIAL / LEADERSHIP DEVELOPMENT** | | | | | | | | | | |
| Building Collaboration w/ Conversational Leadership Techniques ($235) | 16 | | 20 | | 26 | | | 28 | | |
| Coaching and Mentoring ($235) | 20 | | 4,19 | | 17 | 14 | | 30 | | |
| Crisis Management ($235) | | 14 | | | 31 | | | 29 | | |
| Delegation: The Art of Delgating Effectively ($235) | | 22 | | | 2 | | | 7 | | |
| Employee Performance Management ($235) | | 7 | 15 | 3 | | | 11 | | | |
| Fostering Innovation ($235) | | | | | | | | | | |
| Leadership 101: An Executive Team Workshop (2 days - $470) | *This course is intended for private delivery (retreat style intense workshop for one agency's leadership team) Call to schedule* | | | | | | | | | |
| Leadership Skills for Supervisors ($235) | 16 | 2 | 6 | 11 | | 7 | | | | |
| ADVANCED Leadership Skills ($235) **SEE PRE-REQS* | | 17 | 29 | 15,18 | | | 25 | | | |
| Managing the Virtual Workplace ($235) | | | | | | | | | | |
| Motivating Your Workforce ($235) | | 17 | 26 | 22 | | 1 | | | | |
| Strategic Decision Making & Problem Solving (1 day - $235) | | | | | | | | | | |
| Strategic Decision Making & Problem Solving (2 days - $470) | | | | | | | | | | |
| **FISCAL MANANGEMENT** | | | | | | | | | | |
| Accounting Fundamentals and Basic Bookkeeping ($235) | | | 26 | | | 6 | | 17 | | |
| Quickbooks (2 days $595) | | 7 | | | | | | | | |

Professional Development Schedule

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| **HUMAN RESOURCES TOPICS** | | | | | | | | | | |
| Closing the Generation Gap in the Workplace ($235) | | | | | | | | | | |
| Disability Awareness ($235) | | | | | | | | | | |
| Employee Retention ($235) | | | 12 | | | | | | | |
| Hiring for Success: Interviewing Skills ($235) | | 21 | | | | | | | | |
| Human Resource Skills for Non-HR Managers ($235) | 20 | | 11 | 5 | 1 | | | | | |
| Progressive Discipline ($235) | | | | 10 | 4 | | | | | |
| Recognizing and Reducing Workplace Violence (4 hours, $110) | | | | | | | | | | |
| Sexual Harassment - A Guide for Prevention ($235) | | | | | | | | | | |
| Sexual Harassment - Awareness & Prevention (4 hours, $110) | | 11 | 5,20 | 8,17 | | 2 | | | | |
| Workplace Bullying & Harassment Awareness/Prevention (4 hours, $110) | | | | | | | | | | |
| Unconscious Bias ($235) | | | | | | | | | | |
| **PROJECT MANAGEMENT** | | | | | | | | | | |
| Project Management Fundamentals ($235) | | | 14 | 10 | | | | | | |
| Project Management Intermediate ($235) | | 1 | | 18 | 29 | | | | | |
| Project Management Advanced ($235) | 25 | 16 | | | 3 | 23 | | | | |
| **SAFETY AND SPECIALTY COURSES** | | | | | | | | | | |
| Active Shooter Mitigation (4 hours, $110) | | | | | | | | | | |
| Developing a High Reliability Organization ($235) | | | | | | | | | | |
| HIPAA Overview (4 hours, $110) | | | | | | | | | | |

## An important message from LANTEC to MARC's GTI constituents:

Thank you for registering and attending the computer skills classes and/or professional development topics through our partnership with LANTEC Corporate Training Center. We hope you have been able to apply the training at your workplace.

You will need register manually with LANTEC to ensure your organization receives the proper MARC discount incentives which you're entitled to via our partnership.

We have a special email alias and landing page dedicated to taking care of your enrollment requests within one business day in most cases. Please use marc.gti@lantecctc.com or submit the form at the link below to inquire about seat availability/verify discounts and get a customized quote.

Contact Us Here

You can also visit https://lantecctc.com/Services/mid-america-regional-council for scheduling information.

**Footnote:** We ask you to avoid the automated ENROLL NOW option (shopping cart) to ensure your organization is not charged full retail price. ****Refunds are not available for overpayments made via the LANTEC website****