NEW! From the Center for Management and Professional Development

Open Labs for Microsoft Applications

The Center for Management and Professional Development (Center), Information Technology and Computer Skills Training Section, is offering a new series of learning events called ***Open Labs for Microsoft Applications*.**

The goal of our *Open Labs* concept is to provide someone who may have taken a computer training course from the Center the opportunity to return to the Center to further their skill development by working on a specific project they are responsible for back on the job—while in the same rich learning environment the Center provides.

We also know that there are times when even skilled employees who regularly use Microsoft applications can get "stuck" working on a new project, or while attempting to learn something new about a specific Microsoft application on their own.

In any of these situations, our *Open Lab* can provide the "extra set of eyes" and one-on-one technical expertise from an instructor to help each person move their project forward while increasing their technical competence.

During the *Open Lab*, an instructor will be available to answer any questions learners have on the software. Learners should bring their own material or database with them to receive the one-on-one assistance they need.

If learners know in advance what topic(s) they need assistance with, they should contact the Center so that we can make pertinent materials and examples available for them.

You can stay as long as you need between the hours of 9 - 11:30 AM*

...but remember, seating is limited to 10 people!

*State employees who attend the Open Lab receive 2 hours of Management Training Rule Credit.

COMING SOON:

EXCEL 2007 OPEN LAB

CMPD Computer Skills Training 1738 E. Elm Street,
Lower Level, Jefferson City
June 6, 2014
9:00 AM - 11:30 AM
COST: $50

If you would like to enroll in the Open Lab, visit
https://www.training.oa.mo.gov/enroll.php

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