Workshops for busy professionals who want to keep moving forward in their business and careers.

405.364.5763, ext. 7260 | mntc.edu
Moore Norman Technology Center’s Business Excellence Workshop Series is designed for today’s busy professional. Classes are focused on issues that affect individuals, teams, and organizations. They are offered in various formats that allow for quick learning, and provide techniques that can help attendees immediately take what they have learned back to their work setting.

Our instructors are proven leaders in industry and are business experts. They are dedicated to helping participants grow their understanding of business and industry concepts that can propel them to the next level of performance in their careers. Some of our classes are also approved for HRCI continuing education credit.

Classes in the Business Excellence Workshop Series are held at the South Penn Campus unless otherwise noted.
Get More Leads With Online Marketing

Instructor: Tim Priebe
Do you ever feel frustrated when marketing online? Do you sometimes think you’ve failed at using social media for your organization? Wish you could get more leads online? Don’t worry, you’re not alone! Many business owners feel frustrated because they hear everywhere that social media sites like Facebook, Twitter, YouTube, Google Plus and LinkedIn can be beneficial, but it’s not working for them. It shouldn’t be rocket science! Join speaker Tim Priebe as he lays the foundation with five core concepts you need to understand how to get more leads online. Learn how to change your mindset & your approach in order to succeed in your online marketing.

THU July 30 11:30 a.m.-1 p.m. SPC

Motivating without Money: Improving Employee Engagement & Retention

Instructor: Kristine Sexter
This workshop will cover topics such as:
- Why money is not an effective motivator
- Why a salary package, 401K and bountiful benefits are not always the answer
- What modern employees want
- 10 real-world, no-cost, steps managers can implement today to increase productivity

FRI Sept 18 11:30 a.m.-1 p.m. SPC

LinkedIn: Learn How to Build Your Business & Your Network with this Tool

Instructor: Korey McMahon
LinkedIn is one of the simplest, most effective way to build a brand for your business and yourself, if you know how to make it work for you. In this interactive presentation you will learn from a social media expert who has used LinkedIn to build his own brand as well as those of his clients.
Topics include:
- The basics of installing and using the application
- LinkedIn etiquette
- Maximizing your profile settings
- What LinkedIn recommendations are and how to make them work for you
- Using Search Engine Optimization to build your LinkedIn network
- Building LinkedIn groups
- Using LinkedIn Analytics to improve your effectiveness when prospecting for new business
- The benefits of using LinkedIn systematically to attract contacts and reach prospecting goals

THU July 30 11:30 a.m.-1 p.m. SPC
Learn from entrepreneurs, CEOs and experienced business professionals during these half- and full-day workshops. Some classes with the HRCI icon on these pages are approved for HRCI – Continuing Education Credit.

**QUICKBOOKS PRO**

**An Introduction**

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<tbody>
<tr>
<td>sb359</td>
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<td>$69</td>
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If you have recently purchased Intuit’s QuickBooks Pro, this workshop will familiarize you with the basic concepts of QuickBooks Pro. You will be introduced to the various features this accounting software has to offer. Using a Windows environment, you will receive hands-on instruction as you work through scenarios of entering data and setting up accounts. Training is conducted by a Certified QuickBooks ProAdvisor. **Lunch included.**

**SAT Jul 18 8:30 a.m.-3 p.m. SPC**

**SAT Aug 15 8:30 a.m.-3 p.m. FRC**

**SAT Sept 26 8:30 a.m.-3 p.m. SPC**

**Intermediate**

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<tr>
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This course will help you if you are currently using QuickBooks or QuickBooks Pro. You will receive hands-on instruction as you work through unique QuickBooks Pro features. New features in QuickBooks will be discussed in the area of taxes, payroll, documentation and sales. Training is conducted by a Certified QuickBooks ProAdvisor.

**SAT Aug 8 8:30 a.m.-12:30 p.m. SPC**

**SAT Sept 12 8:30 a.m.-12:30 p.m. FRC**

**Payroll**

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<td>sb362</td>
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If you do payroll using QuickBooks Pro and would like to know more about the process, this course is for you. In this course, you will learn about payroll taxes, reports and more complex issues such as 401k and insurance. Enroll now and make the process easier. Training is conducted by a Certified QuickBooks ProAdvisor. **Lunch included.**

**SAT Sept 19 8:30 a.m.-3 p.m. SPC**

**ISO 9001 Understanding**

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This foundational training begins with an introduction to ISO and proceeds with a detailed examination of the ISO 9001:2008 requirements. Learners gain comprehensive understanding of the purpose and intent of the ISO 9000 family of standards and the Quality Management principles upon which they were based. It is the recommended prerequisite for Internal Auditing or Lead Auditor training, and is essential for those involved in the implementation process of an ISO 9001 QMS. Instruction by an experienced ISO 9001 QMS Lead Auditor and Coach, along with group activities and discussions, make this a valuable learning experience.

**WED Jul 22 8:30 a.m.-4 p.m. SPC**

**TUE Aug 18 8:30 a.m.-4 p.m. SPC**
Project Management: Completing the Project Charter

**Instructor:** Delinda Fitzgerald

The project charter is the single-best way to get your project approved and off to a focused start. The purpose of this workshop is to educate project leads and project managers on how to properly complete a project charter for the initiation of a new project effort.

**WED**  Jul 29  8:30-9:30 a.m.  SPC

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Social Media for Business Professionals

**Prerequisite:** Proficient in basic computer and Internet functions; able to use a keyboard and a mouse.

Online networking platforms are an important tool for business professionals. They offer businesses a Web presence without having to develop a website or page. Students will learn to create an account, complete a profile, join groups, connect with contacts, and search on LinkedIn, Facebook, and Twitter. Privacy issues and digital citizenship will also be discussed.

**TUE**  Aug 4  6-9 p.m.  SPC
**SAT**  Sept 12  10 a.m.- 1 p.m.  FRC

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Financial Insights for Small Businesses

**Prerequisite:** Average proficiency in basic math skills

This course includes an overview of double entry accounting systems, basic financial statements and transactions, required record keeping, state and federal tax requirements, and financial monitoring. Pros and cons of manual vs. computerized bookkeeping systems will also be discussed.

**THU**  Sept 10-17  6-9 p.m.  FRC

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Managing Workplace Bias

**Instructor:** Beverly Glover

Believe it or not, human beings are hardwired to discriminate and we all bring biases with us to work every day. A lack of awareness can create serious legal and financial problems for companies. This course will prepare HR professionals (and all employees) to use their influence to manage workplace bias and help protect their organizations. Through engaging discussions and activities, participants will learn to anticipate and recognize disruptions that workplace bias could cause throughout the employee lifecycle at all levels of the organization. Robust reference materials will be provided for use after training.

**THU**  Sept 24  8 a.m.-noon  SPC

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Strengths Finder

This program offers a personalized assessment to discover your strengths and develop an action plan for application of those strengths in making you effective in your personal and professional life. The focus of this program is to identify areas of strength to ensure individual and team success by focusing on creating synergies between our inherent gifts and strengths rather than focusing on “fixing” areas that are simply not part of our natural talents. Loaded with 34 themes, this program will change the way you look at yourself and the world around you forever. **Lunch included.**

**FRI**  Sept 25  11:30 a.m-3:30 p.m.  SPC
KRISTINE A. SEXTER, President of WorkWise Productions & FindTrainKeep

Kristine is an industrial and organizational consultant who has devoted over 22 years to studying success and professional commitment. With an extensive background in recruiting, developing, and retaining top talent, Kristine expertly serves the manufacturing, healthcare and human resources industries with acclaimed results. Leaders, managers, educators, and success-oriented people have recognized her measurably effective training and consulting programs and is renowned for her enthusiastic and customized strategies for creating award-winning workplace cultures. Kristine is a professional speaker, consultant, and columnist and is the author of six books, including “Rolling Out the Recognition: Employee Retention Strategies for Manufacturers.”

DELINDA FITZGERALD, MS

Delinda's career in Information Technology began while she was an applications developer for the U.S. Postal Service. For more than a decade, she has worked in management in the areas of application development and information technology network operations, strategic learning initiatives, project management instruction and consultation, with most work done with the USPS, various federal and state agencies, and with the Federal Aviation Administration (FAA). Delinda holds a Master of Science degree in Management and a Bachelor of Science degree in Organizational Leadership from Southern Nazarene University. She also holds the Project Management Professional (PMP) certification from the Project Management Institute (PMI) and has been an adjunct professor for IT Project Management at Mid-America Christian University. She served on the Board of Directors of the PMI OKC chapter and has served as Chapter President. She is an associate member of the Tinker Federal Credit Union Board of Directors. Delinda lives in OKC with her husband Kevin and their four dogs.

KOREY McMAHON, President of McMahon Marketing

Prior to earning a bachelor's degree from Colorado State University, Korey was a nationally-ranked professional freestyle snowboarder. After retiring from competitive snowboarding, Korey worked with the $4 billion marketing giant, Mountain Dew, and executed Guerilla Marketing Campaigns. In 2009, Korey moved to Norman with his wife, a native Normanite. In his spare time, Korey loves to golf and get daddy time with his baby girl. He's active in the Norman Rotary Club, NormanNEXT, Campus Corner Merchant Association and participates in events such as the Norman Christmas Parade. Korey graduated from the 2011-2012 Leadership Norman Class, has been selected as a 2012 NEXT Under 40 Young Professional, a 2012 recipient of the OKC BIZ Forty under 40, 2014 Best of the Best Boss Award, and awarded ActionMAN of the Year by ActionCOACH - The World's #1 Business Coaching Firm.

BEVERLY J. GLOVER, MS, SPHR, SHRM-SCP

Beverly is the State Director of Diversity for the Oklahoma State Council for Human Resource Management (OKHR) and Vice President of Diversity for the Oklahoma City Human Resources Society. For more than 25 years, Beverly has leveraged her experience as an HR professional, consultant, trainer, facilitator, national conference presenter, television news anchor, and talk show host to combat bias wherever she encountered it while training and empowering others to do the same. Beverly’s professional credentials include a SPHR and SHRM-SCP certifications as well as a B.S. degree in Human Resource Management from Southern Nazarene University and an M.S. degree in Human Resource Development from Villanova University. She consults in the areas of management and media relations for Fortune 500 clients, government agencies, and not-for-profit organizations. During her tenure at YORK International, she lived and worked in Amsterdam, Netherlands as Global Training Delivery Manager for the company’s SAP implementation. Today, at Johnson Controls, she is part of the Corporate Learning and Development Center of Excellence, winners of the organization's highest recognition, the Chairman's Award.

TIM PRIEBE, Owner of T&S Online Marketing

Tim is the owner of T&S Online Marketing in Oklahoma City. He's been in business since 2003. Tim is the author of books including “102 Tweets” and “Blog a Week.” Tim is a public speaker, author, columnist, husband, and father. He's active with several nonprofits, and has been on multiple boards over the years. Tim regularly assists clients with many areas of online marketing, including social media, blogging, email newsletters, and websites.
Campus Locations

South Penn Campus
13301 S. Penn
(SW 134th Street & South Penn Ave.)
Oklahoma City, OK 73170
*Use Southwest Entrance for Enrollment*

Enrollment

Online: mntc.edu
By phone: 405.364.5763, ext. 7260
In person: South Penn Campus

- Tuition includes cost of books
- Discounts for lifelong learners* and educators
- Early enrollment is encouraged to prevent class cancellations
- MNTC adjunct instructors should contact their coordinator

*Age 60 and older

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