

2024 INSTRUCTOR-LED ONLINE TRAINING



Increase Engagement and Productivity with Professional Development

EANE offers several professional development training programs to help individual contributors and managers alike develop soft and technical skills that will improve performance, increase engagement and deliver value to the business.

ALL CLASSES INCLUDE: all training materials and 6 months of post-training phone or email support.

Our Most Requested Class



EXCEL

For The HR Professional

As an HR Professional your time is extremely valuable. Using examples that an HR professional faces this course is designed for you to learn Excel skills that will help you save time and be more productive.

February 21, 2024
8:30 am - 3 pm

June 13, 2024
8:30 am - 3 pm

October 8, 2024
8:30 am - 3 pm



EXCEL

Level One

Explore the new interface and navigation. Learn how to create, modify and format worksheets; manipulate data; and perform calculations.

January 11, 2024
8:30 am - 3 pm

April 2, 2024
8:30 am - 3 pm

July 10, 2024
8:30 am - 3 pm

October 16, 2024
8:30 am - 3 pm



EXCEL

Level Two

Create workbooks using templates, sort, subtotal, filter data, and analyze data using Pivot Tables and Pivot Charts — including creating and formatting Pivot Tables.

February 8, 2024
8:30 am - 3 pm

May 7, 2024
8:30 am - 3 pm

August 7, 2024
8:30 am - 3 pm

November 11, 2024
8:30 am - 3 pm



EXCEL

Level Three

Work on creating and editing macros, learn how to apply conditional formatting and how to add data validation criteria.

March 7, 2024
8:30 am - 3 pm

June 5, 2024
8:30 am - 3 pm

September 18, 2024
8:30 am - 3 pm

December 12, 2024
8:30 am - 3 pm

We are Here to Help

Contact our Learning and Development experts for additional information about any of the professional development training programs featured here.

If you need more convenient dates or locations for you and your employees we are happy to coordinate customized on-site training for your organization.



EXCEL

Data Visualization/Dashboards using Excel Charts

In today's world it is important that your data tell a story. Excel charts allow you to easily show your KPI's.

March 28, 2024
8:30 am - 11:30 am



EXCEL

Formulas, Formulas, Formulas

In this course you will learn how to up your formula knowledge in Excel. These formulas will allow you to make your spreadsheets more dynamic.

February 27, 2024
8:30 am - 11:30 am



EXCEL

Power Query Fundamentals

This course discusses guidelines for good data set structure and a discussion of data normalization.

May 2, 2024
8:30 am - 11:30 am



POWERPOINT

For People Who Don't Have Time To Do Presentations

This course is designed to show you how to create a polished and professional presentation without frustration and a huge time commitment.

April 18, 2024
8:30 am - 3 pm
October 23, 2024
8:30 am - 3 pm



OUTLOOK

Survival Tips for Busy People

The Outlook Survival course will provide the best practices for time management and your email. Learn to customize your Outlook to maximize your working style.

April 30, 2024
8:30 am - 11:30 am
August 21, 2024
8:30 am - 11:30 am
December 17, 2024
8:30 am - 11:30 am



TEAMS

Using Microsoft Teams for Project Management

If your organization is struggling with managing project deadlines, project communication and task management this is the course for you.

June 26, 2024
8:30 am - 11:30 am



Ready to Get Started?

Visit our website at EANE.org to register and reserve your spot today!