

High Performance Management

Rapid Track

6/4/2024-11/19/2024

Tuesday/Thursdays: 3p.m. – 6p.m. and Wednesdays: 3p.m. – 6:30p.m.

Once a rapid track starts, all individual classes within the rapid track are guaranteed. Because of that, all rapid track classes are pre-selected and cannot be substituted. If you would prefer to select your own schedule, you can choose to take classes individually.

Did you know? You can apply this certificate toward a bachelor's degree! EverettCC.edu/BAM

Course Title	Hours	Dates
Supervisor Team-Lead Training	15	6/4-6/18 T/Th
Word Level 1	7	6/12-6/13 W/Th
High Performance Management Essentials	15	6/20-7/9 T/Th
Introduction to Performance Excellence	15	7/11-7/25 T/Th
PowerPoint Level 1	7	7/24-7/31 W
Understanding Budgets	9	7/30-8/6 T/Th
Financial Intelligence for Non-Financial Managers	15	8/8-8/22 T/Th
Excel Level 1	7	8/7-8/14 W W
Excel Level 2	7	8/21-8/28 W
Communicating with Impact	6	8/27-8/29 T/Th
Team Collaboration	6	9/3-9/5 T/Th
Managing Priorities and Time	6	9/10-9/12 T/Th
Proactive Planning and Problem Solving	6	9/17-9/19 T/Th
Project Planning and Scheduling Techniques	15	9/24-10/8 T/Th
Managing Small Projects	6	10/10-10/15 T/Th
Next Level Leadership	24	10/17-11/12 T/Th
High Performance Management Certificate Capstone	15	11/14-12/3 T/Th

Questions? Email learn@everettcc.edu or call 425-267-0150

EverettCC.edu/MgmtCert

Required texts must be purchased before the first day of class.

Visit www.campusce.net/everett for course descriptions and required texts and materials.