

High Performance Management

Rapid Track

1/6/2025 – 7/3/2025

Tuesday/Thursdays: 6p.m.-9p.m. & Monday/Wednesdays: 5:30p.m.- 9p.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
Excel Level 1	7	1/6-1/8 M/W
Supervisor Team-Lead Training	15	1/7-1/21 T/Th
High Performance Management Essentials	15	1/23-2/6 T/Th
Excel Level 2	7	2/10-2/12 M/W
Introduction to Performance Excellence	15	2/11-2/25 T/Th
PowerPoint Level 1	7	2/24-2/26 M/W
Understanding Budgets	9	2/27-3/6 T/Th
Financial Intelligence for Non-Financial Managers	15	3/11-3/25 T/Th
Word Level 1	7	3/17-3/19 M/W
Communicating with Impact	6	3/27-4/1 T/Th
Team Collaboration	6	4/3-4/8 T/Th
Managing Priorities and Time	6	4/10-4/15 T/Th
Proactive Planning and Problem Solving	6	4/17-4/22 T/Th
Planning Project Delivery	15	4/24-5/8 T/Th
Managing Small Projects	6	5/13-5/15 T/Th
Next Level Leadership	24	5/20-6/12 T/Th
High Performance Management Certificate Capstone	15	6/17-7/3 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.