Professional Development Catalog

- ASSESSMENTS
- WORKSHOPS
  - LEADERSHIP
  - NONPROFIT
  - EDUCATION
- MINI-MBAS
- INDIVIDUAL COURSES
- INSTRUCTOR-LED SKILL-BUILDING COURSES

OLIVET
NAZARENE UNIVERSITY

graduate.olivet.edu

ASSESSMENTS

An assessment is a proven tool that provides insights and guidance in the areas of individual strengths and personality, as well as team dynamic and organizational culture. Assessments are foundational building blocks to successful professional development programs. All assessments include a 90 minute debrief workshop.

StrengthsFinder

Using the Gallup StrengthsFinder© assessment, each person will learn their top five individual strengths and how the integration of the strengths approach benefits employees, teams and the organization. Participants will:

1. Identify your top five strengths
2. Understand the benefits of the strengths approach in life and work
3. Understand the impact that strengths awareness can have on teams and organizations
4. Recognize that passion and strengths go together

Employee Engagement

Leaders of organizations must create a positive work culture where employee engagement is fostered. The focus of this workshop is to assist leadership to understand, apply and integrate employee engagement into their role as a manager. Participants will:

1. Analyze the results of your organization's engagement survey
2. Evaluate your organization's readiness to adapt best practices for employee engagement
3. Identify key engagement strategies that your team can apply today
4. Design strategies to gain insights and build team trust and engagement

Team Clock

Team Clock takes a clinical, data-driven approach to building and repairing teams. The methodology is rooted in psychology and has been battletested by hundreds of teams in a variety of industries, including education, professional services, and healthcare. The Team Clock methodology does not just fix what's broken – it recognizes that teams are dynamic and provides them with the tools needed for sustainable success. Team Clock has an application at every stage of a team's evolution, because it takes a cyclical view of teams rather than the traditional linear view. Everyone on the team completes an online assessment, and then participates in workshop that reveals where the team is on the Team Clock, as well as guidance on what to focus on to better perform as a team. Participants will:

1. Learn the Team Clock model and understand how team development has direct connection to productivity and innovation
2. Discover tools to help move teams into higher levels of productivity

MBTI

Participants will identify common communication issues that occur as a result of different personality preferences and those that exist in their current work environment. Techniques/strategies to directly address issues will be discussed. Simulations will allow participants to experience the techniques and put them into practice. Each participant will devise a plan to implement techniques/strategies in the workplace. Participants will:

1. Demonstrate understanding of how MBTI preferences affect communication, both personally and professionally
2. Identify personal communication issues experienced and practice skills to address those issues
3. Learn how to identify preferences of others

ASSESSMENTS

4. Recognize common communication problems among the MBTI preferences of co-workers and demonstrate ways to address those applicable in their areas of responsibility
5. Demonstrate understanding of the importance of feedback and devise a plan for implementation

DISC Profile — Workplace

This course utilizes the DiSC assessment to understand the dominant tendencies people have in relating to others, interpreting what they are hearing, and communicating with others. With a light-hearted approach, this course focuses on helping participants understand themselves and those with whom they work with, leading to greater efficiency and harmony in the workplace. Participants will:

1. Understand your dominant behavioral tendencies
2. Understand the dominant tendencies of those with whom you work and what they may think and feel
3. Apply this knowledge to work together as a team with increased efficiency

DISC Profile — Leaders

This course utilizes the DiSC assessment to understand the dominant tendencies people have in relating to others, interpreting what they are hearing, and communicating with others. With a light-hearted approach, this course focuses on helping participants understand themselves and those with whom they work with, leading to greater efficiency and harmony in the workplace. Participants will:

1. Understand your dominant behavioral tendencies
2. Understand the dominant tendencies of those with whom you work and what they may think and feel
3. Apply this knowledge to work together as a team with increased efficiency

DISC Profile — Teams

This course utilizes the DiSC assessment to understand the dominant tendencies people have in relating to others, interpreting what they are hearing, and communicating with others. With a light-hearted approach, this course focuses on helping participants understand themselves and those with whom they work with, leading to greater efficiency and harmony in the workplace. Participants will:

1. Understand your dominant behavioral tendencies
2. Understand the dominant tendencies of those with whom you work and what they may think and feel
3. Apply this knowledge to work together as a team with increased efficiency

WORKSHOPS

Training workshops provide a team of individuals a chance to study and apply a specific topic to the work they are doing. Workshops focus on key areas that promote individual and organizational effectiveness. Workshops are facilitated in person by industry professionals. Typical workshops engage 20 – 25 participants for a 3-3½ hour session. ONU awards a $1,000 scholarship towards a degree to employees of companies engaging in 4 or more workshops per year.

LEADERSHIP

Celebrate Diversity

We celebrate diversity when we embrace what makes us different. Diversity, in its many forms, should be valued and viewed as an opportunity to leverage different perspectives, experiences and ideas. Participants will walk through the basic tenets of Culture, Beliefs and Diversity and the importance of inclusion the workplace. Embracing diversity elevates organizations and creates an environment for success. Let's Celebrate. Participants will:

1. Understand what cultural sensitivity and diversity mean
2. Understand what cultural sensitivity is and its relevance in the workforce
3. Acknowledge that achieving competence in cultural sensitivity and diversity is a lifelong process

Coaching & Mentoring

Explore how coaching and mentoring can impact your team's performance. Learn how and when to be a coach and mentor. Participants will:

1. Describe the concepts of coaching and mentoring
2. Implement coaching and mentoring in your organization
3. Recognize techniques for performance improvement
4. Arrange the mentor-protégé relationship
5. Identify and correct team dysfunction

Communication & Crucial Conversations

Effective communication is consistently listed as a "most desired quality" in employees and employers. Participants will identify common communication issues and those that exist in their current work environment and how their perspective affects their ability to communicate effectively. Participants will:

1. Identify common communication issues
2. Articulate the communication process
3. Practice techniques and strategies to directly address issues
4. Participate successfully in critical conversations
5. Devise a plan to implement techniques in the workplace

Conflict Resolution

All organizations have conflict. This course will provide a conceptual framework for properly assessing conflict. This framework will help participants discern and understand the dynamics that cause conflict. With this understanding, participants will know how to best address conflict in a way that preserves the dignity and worth of those involved. Participants will:

1. Understand how to assess conflict
2. Learn how to identify the stimuli creating the conflict

3. Understand when to take a risk to manage conflict
4. Identify opportunity in conflict and know how to use it for managing the conflict
5. Identify which conflict management technique will work best in a particular situation

Decision Making

Businesses rely on decisions made at all levels of the organization to advance their missions. Why then do organizations perform so poorly at making good decisions? Why do 83% of all mergers and acquisitions fail to boost shareholder value? In terms of decision-making, what do teenagers and organizations have in common? With flatter organizations and more opportunities for miscommunication in cross-functional, multinational teams, effective decision-making has never been more vital to success. Participants will:

1. Know the relevant base rates: What 30 years of research tells us about organizational decision-making
2. Understand the behaviors that subvert effective decision-making and how to correct them
3. Recognize your mental errors and what to do about them
4. Practice using a proven, process-driven system that works equally well for individual and group decision-making and is compatible with other problem-solving models like ISO quality-management standards
5. Continue to build your decision-making skills with additional resources

Developing Your Ideal Team Player

This session is designed for leaders and focuses on the core virtues of an Ideal Team Player, based on the book by Patrick Lencioni. Leaders will discover why the virtues are important and how to cultivate the virtues in the people of their teams. The leaders will also learn about Team Clock, and the stages and lifecycle of team development. Leaders will be introduced to a number of tools designed to help teams move toward being innovative. Participants will:

1. Discover the virtues of The Ideal Team Player
2. Apply the 3 virtues to your own leadership style and past experiences working with people
3. Identify opportunities to apply the Ideal Team Player concepts within your teams
4. Learn the Team Clock model and understand how team development has direct connection to productivity and innovation
5. Discover tools to help move teams into higher levels of productivity

Emotional Intelligence

Research over the last fifteen years proves a direct correlation between success in the workplace and a person's level of emotional intelligence. This course uncovers the key factors of emotional intelligence and how to manage those factors for improved interactions in the workplace. Participants will:

1. Identify the key factors of emotional intelligence
2. Explain how emotional intelligence is an important part of organizational interactions
3. Describe the implications of emotional intelligence for managerial best practice
4. Identify personal levels of emotional intelligence and how to manage to those levels
5. Recognize key factors and recommend actions related to emotional intelligence through the use of case studies

Ethical Leadership

Ethical leadership is essential in today's global marketplace. Ethical leadership permeates an organization's culture leading to ethical attitudes and behaviors within the organization. This kind of authenticity creates a competitive advantage. Participants will:

1. Define the distinctive characteristics of ethical leadership
2. Define the responsibilities and accountability of ethical leaders and managers
3. Conceptualize and articulate ethical influence as it relates to leading at any level in an organization
4. Identify key principles for building a culture of ethics that permeates every aspect of the organization

Innovation & Engagement

Explore the breadth of innovation and common myths that surround it. Participants will evaluate engagement as the engine for innovation, including the related impact of motivation and culture. Participants will:

1. Analyze the connection between engagement and innovation and identify actions to build engagement to drive the engine
2. Gain clarity on the innovation problem to better focus energy in improving outcomes
3. Develop tactics to build trust and motivation across teams
4. Create personal action plan for next steps and accountability

Let's Get Gritty

What grips your gut when I say describe success? What's the difference between an average and a great performance? Who makes it despite challenges? What picture comes to your mind when I ask you to visualize where you'll be when you feel you've made it? Let's get "gritty" and find out. Participants will:

1. Define grit
2. Discover their grit score and compare it to the average person
3. Learn strategies for growing grit

Multigenerational Workforce

Every generation has their own way of viewing the world, defining their priorities, adapting to culture, and defining success. Today's workplace has employees from four different generations, leading to varying perspectives on work ethic, integrity, commitment and productivity. This course looks at generational differences and how they influence the work environment. Participants will:

1. Identify characteristics of the four generations
2. Explain workplace attitudes and behaviors resulting from generational differences
3. Understand reasonable employment expectations for each generation
4. Develop strategies for increasing commitment, engagement and productivity

Overcoming the Five Dysfunctions of a Team

Workplace teams typically must overcome five basic areas of dysfunctional practice. This course (adapted from The New York Times bestseller, The Five Dysfunctions of a Team by Patrick Lencioni) will address how to overcome the dysfunctions for more effective and enjoyable teams. Participants will:

1. Recognize the 5 dysfunctions
2. Articulate the adverse impact of each dysfunction
3. Assess the specific root causes for each dysfunction
4. Understand and be able to apply specific tactics to transform your team

Personal Financial Planning

This workshop will examine the fundamental principles and essential practices of personal financial management. The course will be conducted in a fashion similar to a client's first two meetings with a

WORKSHOPS

financial planner, the hope being that a student will come away with greater peace of mind as to appropriate goals, clearer perspective, and subsequent action steps for personal financial progress. Some of the information and topics covered will include "the business of your life," taxes, investments, goal setting, retirement, and estate planning. Participants will:

1. Demonstrate proficiency in applying their knowledge to better budgeting and maintaining personal financial statements
2. Evaluate their current financial status relative to income taxes, investments, and retirement planning
3. Identify his/her financial needs and commitments for the present and the future

Time Management
Do you pride yourself in multi-tasking, yet it seems like you are always behind in your work? Do you find that you have so much to do with so little time? Discover ways to unleash your potential through time management, finding ways to get more done in less time. Participants will:

1. Identify how time is spent
2. Prioritize events
3. Set up boundaries
4. Devise a work system
5. Create a balanced life

Workplace Harassment
Employees are expected to conduct themselves in a professional manner. Engaging in workplace harassment is not only against company policy, but it is illegal. This course will provide learners with the information necessary to recognize and prevent harassment. Participants will:

1. Define harassment
2. Define hostile work environment
3. Define bullying
4. Recognize harassment in the workplace
5. Identify relevant laws
6. Describe the consequences of workplace harassment
7. Help prevent workplace harassment

NONPROFIT

Grant Writing 101
Gain an overview of grant writing techniques and tools. Learn how to assess your organization and identify potential grants to fund the development of transformational programs. Participants will:

1. Understand the principles of grant writing
2. Identify strategizes for organizing your writing
3. Utilize technology to assist in the grant writing process
4. Understand the value of research and assessment
5. Explain the concept of transformational fundraising

Leading Volunteer Boards for Community Impact
"The Board of Directors sets the tone and direction of an organization. Effective board leadership and governance helps ensure that a nonprofit can operate to its fullest capacity." (www.centerfornonprofitexcellence.org, 2016). In this workshop, participants will examine key aspects of creating an effective board, including recruitment, engagement and development. Participants will

plan for the future of their board and be equipped with resources for board leadership. Participants will:

1. Examine key aspects of board development including recruitment and nomination, engagement and strategic planning
2. Identify how to align your board functions and structures for recruitment, development and assessment
3. Utilize resources for recruitment, development and assessment
4. Examine your board's role in fundraising
5. Develop strategies to activate your board members in advocacy, network building and collaborative partnerships

EDUCATION

Best Practices in Instructional Methods

Participants will learn proven strategies and specific techniques that are designed to ensure student engagement and maximize learning. These approaches will enable participants to create an academically rigorous environment that will support higher order thinking skills and superior achievement. Participants will:

1. Explore instructional strategies for maximizing learning
2. Identify several specific techniques to ensure engagement of all students
3. Identify several specific techniques designed to ensure academic rigor
4. Design test questions that require higher order thinking skills

Community Partnerships for Educators

Examine practical strategies for connecting your school to the resources in the community. Many resources are underutilized, but they bring an added dimension to the classroom and provide a ready source of support. Participants will:

1. Identify potential key partners in your community
2. Develop strategies for engaging parents and grandparents
3. Develop strategies for engaging support from other community organizations
4. Develop strategies for engaging support from public service agencies
5. Develop strategies for obtaining financial support

The Culturally Intelligent Educator

Cultural diversity, in its many forms, should be valued and viewed as an opportunity to leverage different perspectives, experiences and ideas. Participants will walk through the importance of inclusion in learning communities, and how to bring together the perfect blend of people and process. Participants will also explore new ways of seeing and identifying opportunities in a shifting cultural environment. Participants will:

1. Explore culture, power, and privilege from a personal perspective
2. Discover how to gain and sustain cultural competence in teaching
3. Discuss effective strategies, mindsets, approaches, and sociocultural influences associated with teaching in your school
4. Collaborate to identify specific individual and school needs as well as solutions regarding diversity
5. Develop a plan for development in the areas of cultural competence and third culture spaces.

WORKSHOPS

Developing a Growth Mindset in Yourself, Classroom & Students

Explore the components critical to fostering Carol Dweck's growth mindset by utilizing a three-prong approach: the teacher, the classroom, and the student. Attendees will participate in experiential activities, personal and collaborative reflection, and action planning to develop innovative lessons with engaging instructional strategies that can be immediately implemented in the classroom. Participants will:

1. Participate in experiential activities
2. Reflect on current teaching strategies
3. Develop lessons with engaging instructional strategies

English Language Learners

As classrooms become more diverse, find ways to build community, increase participation and motivation for the English Language Learner in your classroom. This workshop will be about everyday strategies and techniques that general education teachers can apply in the classroom for English Language Learners. These include practical and realistic strategies for reading, writing, speaking and listening as well as vocabulary. Participants will:

1. Take away practical reading, writing, speaking and listening strategies for the ELL students in their classrooms
2. Recognize how to utilize visuals in their lessons
3. Understand the complex processes that it takes to complete a language task.

Reading Across the Curriculum

Explore the connection between student success in reading and the teaching of reading across the discipline areas by focusing on strategies that include best practices from the International Literacy Association, The National Reading Panel and today's best researchers. Learn how a classroom teacher implements reading instruction into engaging lessons to increase student motivation. Participants will:

1. Apply reading strategies to content areas to increase comprehension and vocabulary
2. Recognize how motivation impacts reading achievement
3. Connect best practices to lesson planning
4. Utilize technology to assist in comprehension and vocabulary development
5. Identify the five pillars of reading as defined by the National Reading Panel and International Literacy Association

Social Media & Technology for Educators

Education today provides an incredible opportunity for schools to develop a culture of sharing and collaboration, both within the school and importantly, within the community. Schools have powerful stories to share, and the question that this course will address is "who is telling your story?" It's not enough to simply use new tools – such as social media and technology – to modify old practices. Rather, it's imperative to develop the tools and culture of connected educators, constant learning and non-stop collaboration between students, teachers, administrators and the community. Participants will:

1. Understand what it means to "teach for tomorrow"
2. Incorporate a series of new communication methods within the school and community
3. Examine current school communication and ways it can be maintained and strengthened
4. Incorporate student voice into all aspects of the school
5. Harness a variety of tools to elevate the collaboration between students, staff, administration and community
6. Harness a variety of tools to streamline processes to save time and become more efficient

WORKSHOPS

Teacher Leader

This workshop is designed to assist practicing teachers in becoming distinctive leaders. Teacher leaders are trained and equipped with the knowledge and skills to mentor and coach colleagues, lead professional learning communities, interpret achievement data and address deficiencies. Participants will:

1. Provide valuable assistance to new or struggling teachers
2. Assist teacher groups to organize around solving school-related problems in curriculum, instruction or assessment
3. Interpret standardized test scores to discover important trends and patterns
4. Develop appropriate programs and strategies to address deficiencies

Writing Across the Curriculum

Explore and expand the use of the written word in the classroom by establishing a clear purpose for students, connecting reading to writing, and publishing student work. Discover how informal and formal writing are pathways to foster literacy skills and enhance student engagement. Participants will:

1. Establishing a clear purpose for writing
2. Study formal & informal writing in the classroom
3. Learn writing strategies for the content areas
4. Understand Mentor Texts: Connecting reading and writing
5. Understand how to utilize technology for drafting, editing, and publishing
6. Discover writing assessment tools

MINI-MBAS

Gain knowledge while working towards a master's degree with a mini-MBA program. The Mini-MBA programs are three-course sequences of business fundamentals that provide credit toward a master's degree. Courses are 8 weeks long and feature dynamic discussions and case study and role play scenarios, which allow professionals to practice and challenge their learning.

Mini-MBA in Healthcare

The Mini-MBA in Healthcare looks at the current healthcare environment and is in line with issues related to the Affordable Care Act in the areas of compliance requirements, quality improvement initiatives, and expansion of services to the communities served by Healthcare systems.

1. **Healthcare Ethics and Compliance – BUS 641:** An in-depth look at how leaders navigate the complex healthcare environment in light of ever changing regulatory demands. Focus on decision-making, ethics and organizational mission.   Addresses issues related to healthcare law, reporting, self-reporting, and outcomes.
2. **Quality Improvement in the Healthcare Setting – BUS 643:** This course looks at the demand of continuous quality improvement in the healthcare setting while examining the relationship between quality and outcomes. Looks at methods of measuring quality, and how measured results create actionable process in operations.
3. **Developing Community Based Health Services – BUS 644:** Participants will examine the state of healthcare, and the increased demand to provide a continuum of care based on the needs of diverse populations in the marketplace. Equally important, the business implications of creating alternative service locations to traditional models of care and alternative healthcare solutions such as education, wellness, and access to care will be investigated.

Mini-MBA in Corporate Communications & Media Strategy

Olivet's Mini-MBA in Corporate Communications & Media Strategy is a 9 credit hour program for students looking to enter the field of public relations or improve their professional communications skills. Students will participate in hands-on application of the professional "tools of the trade," by solving public relations issues commonly encountered in both small and large organizations.

1. **Writing for Internal and External Audience – BUS 661:** Students learn the craft, demands, and expectations of written communications to fulfill corporate-communications strategy. Students write a range of communication forms used in print and digital communications including social media, blogs, and e-newsletters.
2. **Communications Research – BUS 662:** Using social-science research methods, students learn how to measure attitudes, opinions, and beliefs of the internal and external audiences of a corporation. Actual research is designed and conducted by small teams to address the needs of a client in an 8-week case study.
3. **Corporate Communications and Media Strategy – BUS 663:** The course is a comprehensive application corporate-communications strategy, tactics, and programs. Small teams will design, implement, and evaluate a campaign in the context of a challenging 8-week case study. Team projects are presented via a student-created website for evaluation by classmates and faculty.

Mini-MBA in Nonprofit Management

Olivet's Mini-MBA in Nonprofit Management is a 9 credit hour program designed for students working in or looking to work in non-profit settings. The program is designed to give students professional skills necessary to navigate the challenges facing nonprofits. Students explore operational challenges

related to governance, volunteerism, and hiring. Students learn key elements of nonprofit fundraising and grant writing, as well as the importance of consistent financial reporting. A focus on public relations provides the necessary skills for students to create or supervise effective communication strategies that professional represent the organization and its mission.

1. **Nonprofit Operations – BUS 671:** This course connects organizational mission to operations. Students examine the dynamics of board governance, the benefits and challenges of working with volunteers, and the hiring challenges of nonprofits. Students will learn how to connect long term goals into short term action.
2. **Nonprofit Fundraising and Financial Reporting – BUS 673**: This course examines fundraising campaigns, grant writing, donor development and communication strategies. Students learn the importance of both financial and social service reporting in communicating organizational needs.
3. **Corporate Communications and Media Strategy – BUS 663:** The course is a comprehensive application corporate-communications strategy, tactics, and programs. Small teams will design, implement, and evaluate a campaign in the context of a challenging 8-week case study. Team projects are presented via a student-created website for evaluation by classmates and faculty.

Mini-MBA in Leadership

The Mini-MBA in Leadership takes a look at how leaders shape organizations with a focus on organizational structure, navigating the ever-changing nature of business, and creating strategies that can be carried out to fulfill the organizational mission.

1. **Understanding and Creating Effective Organizations – BUS 652:** This course focuses on the management areas of leadership. Learners will be exposed to elements of organizational structure, topics of human resource management and organizational behavior. Learners will explore how corporate strategy is linked to organizational structure.
2. **Managing Change – BUS 653:** Today's leaders need to be proactive and forecast the needs of the organization for the short-term, the intermediate, and the long-term. Students will explore how leaders are primarily change agents to influence a shared vision for the future. Students will learn to identify elements critical to leading in a changing environment.
3. **Crafting and Executing Strategy – BUS 654:** Learners will examine the elements of strategy development including analysis of external and internal environments, building competitive advantage at the functional, business and industry level. Focus on strategic integration with diversification and acquisition to complete in a global environment. Students will explore how different businesses and industries implement strategy, focusing on performance, governance and ethics.

Mini-MBA in Management

Hone key business skills that leaders need to analyze the current business climate, make decisions, allocate resources, and further advance organizations with the Mini-MBA in Management, made up of core courses from the MBA curriculum.

1. **Business Strategy – BUS 665**: Students learn how to create strategic alternatives for businesses, test the plausibility of strategy plans, and make the case for the preferred direction. The course concentrates on planning competitive strategy for small to mid-sized businesses, not on reactive or realized strategy. The essential activity for developing effective strategy is thinking strategically, a skill that is developed throughout the course with the following activities applied to case analysis.

MINI-MBAS

1. **Data Acquisition and Analysis – BUS 605:** Examines strategies for meaningful decision making based on data. Reviews sources and quality of data, how ethics and bias can alter interpretation. A proven system of information evaluation is reviewed and applied to a wide range of information sources typically used by professional managers to plan and operate their ventures.
2. **Decision Making – BUS 655:** This course looks at the relationship between leadership and decision making. Examines decision making as a skill set by exploring decision framing, intelligence gathering, coming to conclusions, and review. Examines the legal, ethical, cultural and organizational challenges related to decision making.

INDIVIDUAL COURSES

Single credit bearing courses are available at the bachelor and master's level in the academic areas of business, education (master's level only), nursing, and ministry. Courses can be facilitated online, on-site, or at an ONU location. Olivet's list of individual courses can be viewed at www.graduate.olivet.edu.

ACADEMIC AREAS OFFERING INDIVIDUAL COURSES:

1. Business
2. Education
3. Nursing
4. Ministry
5. General Education

INSTRUCTOR-LED SKILL-BUILDING COURSES

Six-week, skill-focused courses teach new skills or enhance existing ones. Courses start monthly and are actively taught online by an instructor. Upon passing the course, students receive a certificate of completion. Costs range from $54 – 210 and courses can be purchased as single registrations or in bulk for teams. The full catalog of courses can be viewed at www.ed2go.con/onu.

TOP 50 MOST POPULAR COURSES

1. Accounting Fundamentals
2. Introduction to Microsoft Excel 2016
3. Grammar Refresher
4. Introduction to SQL
5. Medical Terminology: A Word Association Approach
6. A to Z Grant Writing
7. Project Management Fundamentals
8. Speed Spanish
9. Introduction to Microsoft Excel 2013
10. Accounting Fundamentals II
11. Computer Skills for the Workplace
12. Beginning Writer's Workshop
13. Introduction to Microsoft Excel 2010
14. Effective Business Writing
15. Explore a Career in Medical Coding
16. Creating Web Pages
17. Creating WordPress Websites
18. Human Anatomy and Physiology
19. Intermediate Microsoft Excel 2016
20. Fundamentals of Supervision and Management
21. Introduction to QuickBooks Online
22. Stocks, Bonds, and Investing: Oh, My!
23. Writing Essentials
24. Introduction to QuickBooks 2016
25. Discover Sign Language
26. Explore a Career as an Administrative Medical Assistant
27. Solving Classroom Discipline Problems

INSTRUCTOR-LED SKILL-BUILDING COURSES

28. Mastering Your Digital SLR Camera

29. Leadership

30. Basic CompTIA A+ Certification Prep

31. Administrative Assistant Fundamentals

32. Using Social Media in Business

33. Intermediate Microsoft Excel 2013

34. Introduction to Microsoft Word 2016

35. Teaching Students With ADHD

36. Introduction to Natural Health and Healing

37. Intermediate SQL

38. Introduction to Microsoft Access 2016

39. Start Your Own Small Business

40. PMP ® Certification Prep 1

41. Real Estate Investing

42. Keyboarding

43. Become a Veterinary Assistant

44. Introduction to Photoshop CC

45. GRE Preparation - Part 1 (Verbal and Analytical)

46. Introduction to Interior Design

47. Achieving Success with Difficult People

48. Secrets of Better Photography

49. Personal Finance

50. Introduction to Java Programming

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