



**Flathead Valley**  
**Community College**<sup>™</sup>

Flathead Valley Community College in Kalispell offers a variety of business workshops through their adult learning program. Through a partnership with FVCC, Mission West Community Development Partners offers the chance to attend these workshops free of charge. We will enroll you in the workshops and pay the fee. To be eligible, you must own or work for a for-profit small business with ten or fewer employees located in Lake, Mineral or Sanders County. Entrepreneurs who are planning to start a business are also eligible. If you'd like to enroll, call us at 406-676-5928. These workshops are offered via Zoom.

### **FVCC Workshop Schedule for Fall 2021**

All workshops are offered via Zoom

#### **Common Legal Pitfalls: 10/1, 10 AM – 12 PM**

Review several fundamental legal requirements concerning employees including FLSA and FMLA. Discover topics in which you or your organization may require more training or consultation with an attorney.

#### **Employee Handbook Essentials: 10/15, 10 AM – 12 PM**

When correctly written and used, your handbook should be a foundational communication tool within your company and for your employees. Understand the policies, resources and key components when developing or improving the handbook for your company.

#### **Transition to Supervising: 10/18, 1 – 3PM**

Lay the groundwork for supervisory success by exploring different management styles, setting appropriate expectations and learning four habits that make a great boss.

#### **Business Startup: 10/18, 4 – 5:30 PM**

You're dreaming about starting a business but you don't know where to begin. This introductory class walks you through evaluating the strengths and weaknesses of a business idea and helps you determine whether it's feasible. Discuss startup costs, market opportunity, financial projections and financing options.

#### **Cash Flow Management: 10/20, 12 – 1:30 PM**

Would you like to know how to increase the balance in your business checking account? This class teaches five easy formulas to measure your business's cash flow performance. Include the kind of business you are in when you sign up and get a free analytics report for your industry.

**Communication Tools: 10/25, 1- 3 PM**

Learn how processing styles impact communication, practice listening and asking questions effectively, and understanding the keys to talking like a performance coach.

**Interviewing and Hiring: 10/29, 10 AM – 12 PM**

Develop an attractive job posting, understand effective interview and hiring strategy, and effectively orient new employees for improved retention and company savings. Receive sample documents such as interview questions, offer letters and checklists, and practice interviewing in class.

**Keys to Conflict Management: 11/1, 1 – 3 PM**

Discuss key elements of conflict resolution and consider multiple techniques for guiding contentious situations to positive outcomes.

**Word Level I: 11/4, 1 – 4PM**

Discover the power of word processing. This class covers basics like keyboard techniques and shortcuts, formatting, spellcheck, grammar check, autocorrect and other useful tips and tricks.

**Critical Planning in a Post-COVID World: 11/4, 9 AM – 12 PM**

Learn a powerful process to evaluate any problem, statement or issue in your organization. Consider critical factors and their value to identify next steps and develop a strategic action plan.

**Build and Sell a Valuable Business: 11/4, 11 AM – 1 PM**

Will your business run without you? Assess your business with eight key drivers that increase overall value. Take an assessment to benchmark your business against 40,000 other nationwide businesses and unveil how to make your business more valuable and sellable.

**A Culture of Accountability: 11/8, 1 – 3 PM**

Lead with accountability to clarify goals, establish expectations, and build confidence to achieve your desired results.

**Business Startup: 11/8, 4 – 5:30 PM**

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**Word Level II: 11/9, 1 – 4PM**

Save time and improve the look of your documents. Learn about margins, tab stops, indentations, bulleted, numbered and multi-level lists, headers and footers, text boxes, photos and custom tabs.

**Cash Flow Management: 11/10, 3:30 - 5 PM**

Would you like to know how to increase the balance in your business checking account? This class teaches five easy formulas to measure your business's cash flow performance. Include the kind of business you are in when you sign up and get a free analytics report for your industry.

**Performance Management and Progressive Discipline: 11/12, 10 AM – 12 PM**

Discuss formal reviews, documentation and a process for disciplinary actions when necessary. Learn specific steps for addressing issues like harassment. Pairs well with Performance Coaching.

**Performance Coaching: 11/15, 1 – 3 PM**

Provide faster and more positive feedback to enhance employee skills and help them meet performance goals while finding their work rewarding and respecting you.

**Time Management: 11/22, 1 – 3 PM**

Focus on strategies to maximize your work time to feel productive and reduce stress, including the art of delegation and recognizing time drains.

**Taking Charge of Change: 11/29, 1 – 3 PM**

By understanding typical human reactions to change, you can reduce misunderstandings and anxiety, help employees accept changes more quickly, and minimize decreased productivity.

**Internal Investigations: 12/3, 10 AM – 12 PM**

Some level of investigation is required when you receive an employee complaint. Learn a recommended procedure to minimize risk, the legal guidelines and the do's and don'ts for producing a concise summary report.

**Creating Strong Teams: 12/6, 1 – 3 PM**

Focus on steps you can take to help the members of your team connect with each other and work more productively together.

**Business Startup: 12/6, 4 – 5:30 PM**

You're dreaming about starting a business but you don't know where to begin. This introductory class walks you through evaluating the strengths and weaknesses of a business idea and helps you determine whether it's feasible. Discuss startup costs, market opportunity, financial projections and financing options.

**Developing a Leadership Mindset: 12/13, 1 – 3 PM**

Broaden your perspective on how to create strategy, keep yourself sharp, and visualize a profitable future for your organization.