

Fall 2006

NH Community Technical College

Stratham/Portsmouth at the Pease

FAX to colleagues!

To: _____

Fm: _____

Pages: 2

Re: Check out the workshops at NHCTC!

Workshops and Certificate programs offered through the Center for Training & Business Development and Northeast Biomanufacturing Institute

Project Management

Project Management Certificate Program In this workshop participants will apply the project management best practices recognized by the PMI® (Project Management Body Of Knowledge - PMBOK 2000) to successfully manage projects. At the end of each lesson there are sample questions to test participants' understanding of that lesson and to familiarize them with typical questions they might encounter on the exam. *Instructor: Linda Desmond, PMP, LLC*
11086 TR455 10/16-11/11 M 8:30am-4:30pm \$2,000

Project Management - The Essentials This two-day course is for experienced project managers. Attendees learn excellence in project management as defined by the Project Management Institute's PMBOK. Coupled with best practices and derived from years of project management experience, this seminar clearly identifies what truly works. Includes lunch on both days, and all materials. *Instructor: Linda Desmond, PMP, LLC.*
11108 TR482 12/4 & 5 M & T 8:30am-4:30pm \$800

Computer Courses

New!! Advanced MS Excel 2003 Attendees learn the advanced techniques, tips and processes to effectively utilize MS Excel to enhance data processing at home, work or home-office. Includes lunch and all materials.
11075 TR477 12/1 F 9am-4pm \$149

New!! Advanced MS Word 2003 Attendees will learn advanced techniques, tips and processes to effectively utilize Word to enhance word processing for home, office or home-office. Includes lunch and all materials.
11076 TR474 12/8 F 9am-4pm \$149

An Introduction to the Personal Computer This four-week workshop introduces computers and computer concepts, including: MS Windows; the Internet, with keys to effective searches; and e-mail, with how to e-mail attachments, such as photographs. Other topics determined by participants.
11078 NCCP76 10/19-11/9 Th 1-4pm \$99

QuickBooks Level 1: Basic Perhaps the most popular accounting program for small businesses, this workshop introduces users to QuickBooks. Includes lunch and all materials.
11080 TR205 10/6 F 9am-4pm \$165

QuickBooks Level 2: Intermediate This workshop takes QuickBooks to the next level. Participants should either have taken the Intro workshop (above) or have substantial familiarity with QuickBooks. Includes lunch and materials.
11081 TR206 10/13 F 9am-4pm \$165

New!! Forms & Mail Merge (Word) This workshop focuses on form creation and management, and mail merge. Students should have a working knowledge of MS Word. Lunch and all materials included.
11093 NCCP84 11/3 F 9am-4pm \$149

FREE information session for busy healthcare IT professionals... HIMSS launched a professional certification program for healthcare information and management systems professionals in 2002. Individuals who meet eligibility criteria and successfully complete the CPHIMS exam will have a premier credential. Learn about the new certificate program that will be introduced in January 2007 at NHCTC's Pease Tradeport Campus. Attendees receive a \$50 certificate towards the Certificate program. 11/7 T 8:30 -10:30 a.m. **Free**

**More Fall 2006 Professional Development offerings from
NHCTC Stratham/Portsmouth at the Pease International Tradeport**

New - Six Sigma for Manufacturing & the Service Industries

An Introduction to Six Sigma for Manufacturing This half-day session introduces Six Sigma theory to individuals and business groups interested in learning how to achieve operational excellence by identifying and reducing variations that affect process, product or service. The objective of Six Sigma is to reduce the variation to such a degree that total process variation can be squeezed to within the customer specifications. *Presented by Paul Frost, VARANCO Inc.* Morning refreshments and all materials included.

11091 TR480 10/24 T 7:30-11:30 a.m. \$79

An Introduction to Six Sigma for the Service Industry This half-day session introduces Six Sigma theory to individuals and business groups in the service sector (health care, retail, insurance, etc.) interested in learning how to achieve operational excellence by identifying and reducing variations that affect process, product or service. The objective of Six Sigma is to reduce the variation to such a degree that total process variation can be squeezed to within the customer specifications. *Presented by Bill Noz, VARANCO Inc.* Morning refreshments and all materials included.

11092 TR481 11/7 T 7:30-11:30 a.m. \$79

Attention Artist Entrepreneurs...

Profiting from Your Artistry Making a living as an artist brings a refreshing joy with the freedom to express soul-inspired creations, along with the reality of life's challenges and myths of artists and their survival. There is a market for every artist. Discover the value of being objective about your art and evaluate effective ways to profit from it.

Instructor: Pam Sawin.

11104 TR305 10/23-11/13 M 6-8 p.m. \$199

Sales & Prospecting Skills for Growing Your Business

Prospecting & Market Development Develop a plan to find and qualify prospects and turn them into customers; learn how to make cold calls warmer, and opening statements that lead to an appointment.

11096 NCBU92 10/5 Th 6-9 p.m. \$79

Effective Sales Presentations Prepare a focused sales presentation that moves the sales process forward. Understand that asking the right questions can lead to new sales opportunities and why the most successful sales professionals listen more than they speak.

11097 NCBU93 10/12 Th 6-9 p.m. \$79

Selling Value - Not Price Adding value to the product or service will differentiate you from your competition.

Develop a value proposition that will lessen the need to reduce prices, grow & keep clients.

11098 NCBU94 10/19 Th 6-9 p.m. \$79

After the Sale: How to retain customers and increase sales Develop long-term customer relationships; realize more sales with less effort. Learn the rewards of being a consultant as compared to just a sales rep.

11099 NCBU95 10/26 Th 6-9 p.m. \$79

Offered through the Northeast Biomanufacturing Institute at NHCTC's Pease Academic Center in Portsmouth

A Primer on Validation—Orientation Towards Process Automation The GAMP Forum's Good Automated Manufacturing Practice Guide for Validation of Automated Systems guidelines will be introduced and then used as the model for the development of a computer process automation system which can be validated. *Instructor: Eugene Lambert, P.E.*

11087 TR457 10/11 W 9:00am-5:00pm \$400

Validation Overview - Course 1 introduces the concept of validation and how it relates to the drug manufacturing process. Validation Master Plans will be discussed, along with the need for Standard Operating Procedures and other cGMP practices such as training and data recording.

11088 TR458 10/30 & 31 M & T 9:00am-5:00pm \$800

Equipment and System Validation - Course 2 builds on the discussions from Course 1 and focus on validation considerations for specific equipment and systems in a cGMP operation.

11089 TR459 11/6 & 7 M & T 9:00am-5:00pm \$800

Introduction to Automation in the Life Science Industries - Course 3 presents an overview of the good automation manufacturing practices generally accepted for instrument calibration and computer process automation development currently followed by the Life Science Industries. The course is based on the current GAMP 4 guidelines.

11090 TR460 11/13 & 14 M & T 9:00am-5:00pm \$800