# Business and Information Technology

## Upskill Your Employees with the Latest Skills Needed for the *NEW* way to work—REMOTELY

Montgomery College Workforce Development and Continuing Education is adding new classes daily to deliver you today's necessary skills to succeed. This summer we have added on and will continue to add on many new classes—taught completely online—to suit your needs. We will elevate and engage your employees with expert and experienced faculty, and tailor courses to your company's specific needs. Learn from faculty who are top industry experts.

### New This Summer

Are you prepared for remote work life? WE CAN HELP!
We are adding new classes daily to meet today's needs.

**Classes such as**

- **How to Work Remotely**
- **How to Successfully Transition to Working from Home**
- **How to Effectively Supervise a Remote Work Team**
- **Facilitating Virtual Meetings**

Is there a course you'd like to take, but you don't see listed? Give us your ideas! Please contact Steve Greenfield at 240-567-2853 or steve.greenfield@montgomerycollege.edu

Update your skills and gain in-demand professional certifications. Many of our courses prepare you for Industry Certifications or Professional Licenses.

**Most Popular Topics:**

- PMP® Course
- SHRM Certification
- Conflict Management
- Coaching
- Effective Business Writing
- Leadership Skills for Supervisors and Project Managers
- Preventing Sexual Harassment in the Workplace
- Six Sigma Yellow Belt
- Workplace Ethics
- Data Science
- Cybersecurity
- Programming
- Desktop Applications
- Food Safety management
- Event Management
- Commercial Truck Licensing (CDL)

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**For up to date course information, please visit us online at www.montgomerycollege.edu/wdce**

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# Work and Manage Remotely



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