

ArchCare WIO In-Person Class Schedule

To request enrollment for in-person or online courses, please email wio@archcare.org to request a WIO Registration Form or download from our website at www.archcare.org/wio.

Date	Course Name	Duration	Location
10/15/2019	Microsoft Outlook (all levels)	7 hours	Manhattan – Union Square
10/16/2019	DISC Training: Understanding Your Leadership Style	5 hours	Manhattan – Midtown
10/16/2019	Customer Service Workshop	8 hours	Kingston, NY
10/17/2019	Customer Service Workshop	8 hours	Kingston, NY
10/22/2019	Certified Hospice and Palliative Nurse Exam Review	8 hours	Kingston, NY
10/24/2019	Certified Hospice and Palliative Nurse Exam Review	8 hours	Manhattan – Union Square
10/24/2019	Microsoft Excel: Intermediate Level	7 hours	Manhattan – Union Square
10/28/2019 – 10/30/2019	OASIS Workshop and Exam (exam optional)	2 or 3 days	Manhattan – Union Square
10/29/2019	Public Speaking Workshop	5 hours	Manhattan – Union Square
10/29/2019	Microsoft Word: Beginner-Intermediate Level	7 hours	Kingston, NY
10/30/2019	Microsoft Excel: Beginner Level	7 hours	Kingston, NY
11/06/2019 – 11/08/2019	OASIS Workshop and Exam (exam optional)	2 or 3 days	Kingston, NY
11/07/2019	Microsoft Excel: Advanced Level	7 hours	Manhattan – Union Square
11/12/2019	Microsoft Word: Beginner-Intermediate Level	7 hours	Manhattan – Union Square
11/13/2019	CPI: Nonviolent Crisis Intervention	7 hours	Manhattan – Union Square
11/19/2019	Microsoft Excel: Beginner Level	7 hours	Manhattan – Union Square
11/19/2019 – 11/20/2019	Trauma-Informed Care Workshop	8 hours	Manhattan – Union Square
12/03/2019	Microsoft Word: Intermediate-Advanced Level	7 hours	Kingston, NY
12/04/2019	Microsoft Excel: Intermediate Level	7 hours	Kingston, NY
12/04/2019	Dementia Care Training	7 hours	Manhattan – Union Square
12/04/2019 – 12/06/2019	OASIS Workshop and Exam (exam optional)	2 or 3 days	Manhattan – Union Square
12/05/2019	Public Speaking Workshop	5 hours	Manhattan – Union Square
12/10/2019	Microsoft Excel: Intermediate Level	7 hours	Manhattan – Union Square
12/10/2019	Leadership Development: Coaching for Engagement	7 hours	Manhattan – Union Square
12/11/2019	Leadership Development: Driving Organizational Change	7 hours	Manhattan – Union Square
12/12/2019	Leadership Development: Managing Multiple Priorities, Projects, and Deadlines	7 hours	Manhattan – Union Square
12/12/2019	Microsoft Excel: Advanced Level	7 hours	Manhattan – Union Square
01/15/2020	Microsoft Excel: Beginner Level	7 hours	Manhattan – Union Square
01/22/2020	Microsoft Excel: Intermediate Level	7 hours	Manhattan – Union Square
01/29/2019	Microsoft Excel: Advanced Level	7 hours	Kingston, NY
01/30/2020	Microsoft Excel: Beginner Level	7 hours	Kingston, NY
02/05/2020	Microsoft Excel: Advanced Level	7 hours	Manhattan – Union Square
02/11/2020	Microsoft Word: Intermediate-Advanced Level	7 hours	Manhattan – Union Square