

MED-PROV COURSE CATALOG



National Registry Statement:

Med-Prov is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National

Registry of CPE Sponsors through its website: <https://www.nasbaregistry.org>.

Conflict Resolution Training

Delivery Method: Instructor-Led/Group Live (2 Day Training).

Maximum Enrollment (30 Participant)

Total CPE Credit = Personal Development

Overview

Conflict Resolution training is designed to provide students with the essential skills and strategies to successfully identify and manage/resolve conflict in the work place. Students will learn how to recognize causes of interpersonal conflict and become aware of emotional triggers to prevent explosive situations. Learning strategies of conflict management will improve communication performance and ultimately increase the success of workplace teams or businesses.

Program Level: Basic

Learning Objectives

Strategies for dealing with conflict

- Describe what conflict is and where it comes from
- Understand connection between conflict and communication
- How to examine conflict in order to develop solutions

Understanding conflicts in relationships

- Types of conflicts
- Perceptions and causes
- Triggers
- Communication during conflict
- How to examine conflict in order to develop solutions

Who should attend: Managers and employees who want to manage conflict and develop resolutions.

Data Analytics & Basic Statistics Boot Camp Training

Delivery Method: Group Live – 3 Day Course

Maximum Enrollment (30 Participant)

CPE Credit Data Analysis/Computer Software & App

CPE Credit Statistics

Overview

This course covers in-depth knowledge and skills necessary for data analysis for business intelligence. The course provides a foundation or refresher in analytics, including opportunities to practice data preparation, integration, statistical analysis, and presentation techniques using Microsoft Suites including Excel. With an eye to emerging applications for business problem-solving, the course incorporates data management principles and real-world analysis scenarios so participants can practice using software to collaborate and perform the most relevant analyses.

Learning Objective: The purpose of this effort is to acquire onsite training where students will gain analytical skills critical for organizational success. Successful course completion will increase competency, reduce workload, and bring credibility to analysis. The objective of this contract is to obtain the services of a qualified contract instructor who will deliver such training in a manner, which reflects the highest standards of the adult education profession.

High-Level Course Topics: *The course shall include the following topics/objectives:*

- a. *Data analysis overview*
- b. *Explain the importance of data analysis and how to use data for effective decision-making*
- c. *Use ranges, reference anchors, and data tables to increase efficiency when performing data analysis*
- d. *Demonstrate how to sort and filter data in order to identify the relevant information for problem-solving*
- e. *Use pivot tables to summarize data to quickly gain a better understanding of it*
- f. *Import data from a variety of sources*
- g. *Use data retention and integration functions to effectively manage data*
- h. *Use text manipulation functions to turn raw data into usable data*
- i. *Visualize data through analysis software*
- j. *Identify real-world applications for statistical data analysis*
- k. *Use analytics to generate descriptive statistics and interpret the data*

Program Level (Basic)

Pre-requisite to participate: Access to Microsoft Excel Required

Who should Attend: This course is designed for professionals who seek formal training or a refresher course in foundational skills for data analytics.