

Adult & Community

# Education

## 2023 Fall Course Schedule



1515 South Munn Maryville, MO 64468

(660) 562-3022

<https://nts.maryville.k12.mo.us/o/nts>

## Table of Contents

Important Information .....	2
Personal Enrichment-Fun .....	3, 4, 5
Health & Well-Being.....	5
Dance & Music.....	6
Art & Crafts.....	6, 7
Schedule Glance.....	8, 9
Cooking.....	10
Youth .....	11
Technical.....	11
Health Care.....	12
Business & Computers .....	13

*To see course dates, times and  
instructors at a glance see Pg. 8 & 9*

### MARYVILLE R-II SCHOOL DISTRICT NON-DISCRIMINATION POLICY

It is the policy of the Maryville R-II School District not to discriminate on the basis of race, color, religion, gender, national origin, age or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Acts of 1990.

Inquiries related to District's employment practices may be directed to the District Compliance Coordinator, Maryville R-II School District, 1501 S. Munn, Maryville, MO 64468; telephone number 660-562-3255. Inquiries related to District programs may be directed to the Maryville R-II School District, Federal Programs Administrator, 1501 S. Munn, Maryville, MO 64468; telephone number 660-562-3255.

## IMPORTANT INFORMATION

*All Course Information in this  
Catalog is Subject to Change*

**SCHEDULE CHANGE:** Formation of classes depends on sufficient enrollment. Community Education reserves the right to revise class schedules if needed. The information in this publication is based on conditions at printing and is subject to change.

**CEUs:** The Continuing Education Unit is credit offered for vocationally related courses. One credit is given for every 10 hours of instruction. Courses earning CEU credits are computer, child care, health care and technical classes.

**BOOKS AND SUPPLIES:** Costs are included in the registration fees unless otherwise specified. Books are available in the Community Education Office at the first class.

**FACILITIES:** Classes are held at Northwest Technical School unless specified otherwise in the course description.

**ENROLLMENT:** Anyone may enroll in classes. Classes arranged for younger people will indicate an acceptable age range in the course description.

**CANCELLATION DUE TO WEATHER:** Whenever classes in the public schools are cancelled due to weather, Community Education classes are also cancelled. All cancellations will be announced on local media. Or dial 660-562-3022 for questions.

**REFUNDS:** A full refund or credit will be made if (1) Community Education cancels a class, (2) a class is full at the time your registration is received, or (3) a refund is requested 24 hours before the first class is held. NO refunds will be given after a class meets. Refunds may require four to six weeks to process.

**DISCLAIMER:** Every effort has been made to make this publication accurate as of the publication date; however, all policies, procedures, tuition/fees and curriculum are subject to change any time by appropriate action of instructors, the administration, and the Maryville Board of Education. This publication is not intended to be a contract, explicit or implied, and the school reserves the right to make changes regarding the information contained therein.

*Equal Opportunity Employer  
complying with Title IX Section 504.*



# PERSONAL ENRICHMENT - FUN

## **Social Security – Timing is Everything – 23FPEYFFP**

Social Security is a vital income source for many retirees. But it can be a confusing topic, and making the most of it can have a lot to do with timing it right. This workshop can help attendees get answers to their questions and learn what Social Security can mean for them.

**Instructor:** Curtis J. Behrend, CFP, FIC,  
Financial Consultant

**Starts:** Tuesday, September 12

**Length:** 6:30-8:00 pm

**Fee:** free

## **5 Keys to Retiring Fearlessly – 23FPERC**

After years of hard work, retirement may finally be in sight. This workshop helps attendees discover five keys to unlocking a retirement where they could have confidence in their ability to live out their dreams.

**Instructor:** Curtis J. Behrend, CFP, FIC,  
Financial Consultant

**Starts:** Tuesday, October 10

**Length:** 6:30-8:00 pm

**Fee:** free

## **Your Family Heritage & Genealogy – 23FPEFH**

Understanding the basics to getting started, organizing, and storage of research. Learn how to use birth, death, and marriage records to find clues to other family members. Databases and search techniques to try and help break through those brick walls you're stuck at. Understand Census Records and the collateral information that can lead you on the trail of your ancestors. What records are available, where to find them, and source documentation. Has your Family Tree caught a bug? We will talk about cures and prevention for that. We will look at the benefits of DNA testing and what it can bring to your research. New developments in DNA research on MtDna for males. Which DNA companies are the best for data. Online genealogy research, vs. boots on the ground research, what are the benefits or disadvantages.

**Instructor:** John Campbell

**Starts:** Tuesday, October 3 (meets October 3, 10 & 17)

**Length:** 3 sessions 6:00-8:00 pm

**Fee:** \$30

## **An Introduction to Voiceovers – 23FPEATV**

"Wow, you have a great voice!" Have you heard that more times than you can count? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, "I could do that!" Want to earn income using your talents from the comfort of your home? If so, then you could have what it takes to begin working as a professional Voiceover Artist. Explore the voiceover industry with your instructor, a professional, working voice actor from Voices For All, in a one-on-one, personalized, video chat setting. Discover the current trends in the industry and how easy and affordable it can be to learn, set up and work from home. In this onetime, 90-minute, introductory class, you'll also learn about the different types

of voiceovers and the tools you'll need to find success. Your instructor will record you as you read a real script, then offer you some coaching so you can improve your delivery, taking notes on your performance to create a professional voiceover evaluation Voice Acting Education...Redefined! delivered to you in a follow up call.

**Learn more:** <http://www.voicesforall.com/ooo>

18 and over. You owe it to yourself to finally explore the possibilities of this fun and rewarding field! Upon registration you will be contacted by VFA to schedule your class for a day and time of your convenience.

## **Instant (Holiday) Piano for Hopelessly Busy People – 23FPEIP**

In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do-using chords. Since this class is being held online with ZOOM you will be able to sit at your piano or keyboard at home and take this course with no pressure at all. And since this course includes an online book and online follow up video lessons, you will be able to continue your practice and study on your own. An optional periodic online question and answer session is also included. A recording of the class is included as well. The course is partly lecture/demonstration and partly hands on instruction. This class will emphasize the learning of Christmas songs.

### **Topics include:**

- How chords work in a song
- How to get more out of sheet music by reading less of it
- How to form the three main types of chords
- How to handle different keys and time signatures
- How to avoid "counting"
- How to simplify over 12,000 complex chords

**Instructor:** Craig Coffman

**Starts:** Monday, November 27

**Length:** 1 session 6:30-9:30 pm

**Location:** Zoom Session

**Fee:** \$69 per person

## **Instant Guitar for Hopelessly Busy People – 23FPEIG**

Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Since this class is being held online with ZOOM, you will be able to sit at home with your guitar and take this class without any pressure at all. And since the class includes an online



book and online follow-up video lessons, you will be able to continue your practice and study on your own. An optional periodic online question and answer session is also included. A recording of the class is included as well. Class limited to 15 students. For ages 13+.

**Topics include:**

- How chords work in a song
- How to form the three main types of chords
- How to tune your guitar
- Basic strumming patterns
- How to buy a good guitar (things to avoid)
- How to play along with simple tunes

**Instructor:** Craig Coffman

**Starts:** Tuesday, November 28

**Length:** 1 session 6:30-9:00 pm

**Location:** Zoom Session

**Fee:** \$69 per person

**How to Play Piano by Ear – *NEW* – 23FPEPE**

Learn one of music's deepest mysteries: how to play songs without relying on music. A very practical presentation of music theory that includes predicting chord progressions, learning from recordings, and transposing-all expressed in everyday language. This is an ideal follow-up to the "Instant Piano" class and is open to anyone who has a basic understanding of chords on any instrument. Expand your musical horizons, and free yourself from sheet-music dependence, and be the life of the party! Prior experience with chords recommended. Fee includes the online book, online follow-up lessons, a recording of the class and an optional monthly question and answer session. Class is held online using zoom.

**Topics include:**

- How to find the starting note
- How to determine when chords change
- How to predict the chord progression
- How chords help you find the correct melody
- How the melody helps you find the correct chords
- How to learn songs from recordings
- How to transpose
- The Universal Key Signature
- How to use the Circle of Fifths
- How to recognize the most common chord patterns

**Instructor:** Craig Coffman

**Starts:** Saturday, December 2

**Length:** 1 session 1:00-3:30 pm

**Location:** Zoom Session

**Fee:** \$69 per person

**ACT Prep – 23FPEACTP**

Are you dreading the four-hour monster known as the ACT? ACT Prep class will help you get familiar with the four subtests, learn some tricks for each section, and help you to feel more at ease and prepared to take on the challenge of the test. Each session will focus on one of the subtests (English, Math, Reading and Science) with time to work practice problems. We will also cover tips for the writing portion, as well as the ACT rubric for scoring. So, bring your calculator, some #2 wooden pencils, and your willingness to work and join us to



prepare for the ACT!

**Instructor:** Stacey Calfee

**Starts:** Wednesday, September 6

(meets September 6, 13, 20, 27, October 4 & 11)

**Length:** 6 sessions 5:30-7:30 pm

**Fee:** \$60

**Introduction to Bee Keeping 101 – 24SPEBK**

Have you thought about what it would take to be a Bee Keeper? Learn the basics of Bee Keeping and decide whether or not you would like to pursue the adventure of building a hive, taking care of Bee's, and maintaining Bee's. If there is enough interest, we will have a hands-on experience later in the spring with an additional fee. This one session course will just give you an introduction to what it would take to be a successful Bee Keeper.

**Instructor:** NW MO Bee Busters

**Starts:** Saturday, January 13

**Length:** 1 session 1:00-5:00 pm

**Fee:** \$12



**Bee Keeping 201 – 24SPEBK2**

This class brings to you more advanced techniques of Bee Keeping. Learn how to nucs (split) hives and how to combine hives. What are some of the diseases in hives that cause hives to be lost? This class will help a Bee Keeper learn what to look for to maintain a healthy hive.

**Instructor:** NW MO Bee Busters

**Starts:** Saturday, February 10

**Length:** 1 session 1:00-5:00 pm

**Fee:** \$12

**Pre-Class Meeting for Zen Pups: – *NEW* – 23FPEPC**

Learn about all the fun and exciting perks of joining Zen Pups. Attend this meeting without your dogs and we will cover all areas of this class to see if it is a good fit for you and your canine buddy. This is an information meeting only. No dogs are to attend.

**Instructor:** Elaine Wallace, Certified Dog Trainer, Pet Partner Instructor and Evaluator, AKC Evaluator, Zigzag puppy consultant

**Starts:** Sunday, September 10

**Length:** 1 session 2:00-3:00 pm

**Fee:** Free

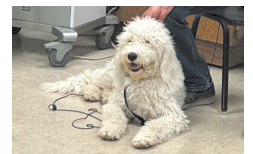
**Zen Pups: – *NEW* – 23FPEZP**

Come join us to learn how to have a better relationship with your dog. We will be teaching skills and manners in an unique game-based way. We would love to have you and your pup join us. Canine Good Citizen testing will be available on the last day of class for no additional charge. No prong collars, choke chains or shock collars allowed in class. Certificate of proof of Rabies immunization is required before starting class.

**Instructor:** Elaine Wallace, Certified Dog Trainer, Pet Partner Instructor and Evaluator, AKC Evaluator, Zigzag puppy consultant

**Starts:** Sunday, September 17

(meets September 17, 24, October 1,





8, 15, & 29)

**Length:** 6 sessions 2:00-3:00 pm

**Fee:** \$125

### **Puppy/Dog Training Basics and Problem Solving – 23FPEDO**

Each Session Date will have different topics covered and all will include time for problem solving. September 11, coming when called, sit & wait; September 25, Sit & Stay; October 9, Leave It & Drop It; October 23, With Me/Heel/Out for a Walk, November 6 & 20; Prepping for CGC Testing's. CGC Testing (additional fees apply). Can't make any of these dates, request through the office open date and pay for the class, giving them your phone number and I will set a date with you that meets both of our schedules.

**Instructor:** Smitten Pet Sitten (Amy Mathias 660-528-0764 B.S. & A.K.C. Certified Evaluator)

**Starts Days:** 5:30 pm to 6:30 PM – Monday, September 11, 25, October 9, 23, November 6 & 20

**Fee:** \$40 per session, 180.00 for all.

**Supplies To Bring:** 5' or 6' Leash minimum (no reel or chain leashes/collars)

- Collar (buckle, slip, or clasp), Treats – 3 different treats mixed together, easy to chew & cut/tear into dime size rewards, Treat bag that is easy to access
- Water for you and your dog, Item they love to play with: ball, stuffed toy, etc. NO: clothing items or bones. Do not feed the puppies/dogs before you come to the training sessions please.

**Location:** Northwest Technical School.

## **HEALTH AND WELL-BEING**

### **Canning Salsa – NEW – 23FHWCS**

Learn the basics of canning at home safely. In this class we will learn about safe canning procedures and then can fresh salsa using the water bath and/or steam canning method. This class is designed for those who are new to canning as well as those who need a refresher on safe canning procedures.

**Instructor:** Debbie Bennett, Nutrition and Health Education Specialist for University of Missouri Extension

**Starts:** Monday, September 11 5:30-8:00 pm

**Length:** 1 session 5:30-8:00 pm

**Fee:** \$25

### **Growing Fresh Herbs – 23FHWNHR**

Learn how to grow fresh herbs from seed or plant. Basil, garlic, thyme and parsley are just a few of the herbs you will learn about.

**Instructor:** Shari Patterson

**Starts:** Saturday, August 26

**Length:** 1 session 1:00-3:00 pm

**Fee:** \$15

### **First Aid with Herbal and Natural Remedies – 23FHWFAHNR**

During this class we will go over the basics of developing a first aid kit using herbal application.

**Instructor:** Shari Patterson

**Starts:** Saturday, October 7

**Length:** 1 session 1:00-3:00 pm

**Fee:** \$15

### **Boost Your Brain – 23FHWBYB**

Do you find yourself forgetting things more and more? Are you always trying to remember where you set something down? Then this class is for you. You will learn new habits to live a healthier lifestyle, remember things easier, be more organized, pay closer attention, and regulate your emotions.

**Instructor:** Katie Pemberton

**Starts:** Monday, November 6

(Monday's November 6, 13, 20, 27, December 6 & 11)

**Length:** 6 sessions 10:00-11:00 am

**Fee:** \$45

### **Eating to Beat Inflammation – 23FHWAIIC**

Learn how using food choices can minimize inflammation.

**Instructor:** Shari Patterson

**Starts:** Saturday, November 4

**Length:** 1 session 1:00-2:00 pm

**Fee:** \$15

## **Positive Approach to Care**



### **PRESENTER**

Ernema T. Boettner, RN  
BSN and Independent  
Certified PAC Trainer



### **TIME**

3-4 pm - Normal vs. Not  
Normal Aging class

4:15-5:15 pm - Approaches  
that make a Difference class



### **DATE**

Tuesday,  
September 12



### **REGISTER**

Lori Tally  
660-562-3022

## **Positive APPROACH TO DEMENTIA CARE**

### **Normal vs Not Normal Aging- what is the difference?**

This workshop helps learners recognize and understand the differences between "normal" and "not normal" aging. An overview of the brain changes associated with dementia will also be addressed.

### **Approaches that make a Difference**

Learn how to approach, connect, and provide care with those living with dementia. This workshop focuses on Positive Physical Approach to Care™ partnering techniques, including Positive Physical Approach™ (PPA) and Hand-under-Hand® (HUH)

The fee is \$12 per two  
hour workshop.

THE CLASS IS LOCATED AT  
NORTHWEST TECHNICAL SCHOOL  
1515 S. MUNN MARYVILLE, MO

# DANCE & MUSIC

## Jitterbug Swing – 23FDMJS

Be more confident on the dance floor and learn the basics of this fun, energetic dance for all age groups. Jitterbug is a popular dance for beginners and is easily performed to various music genres.

**Instructor:** Julene Krause

**Starts:** Tuesday, September 12

(meets September 12, 19, 26, October 3 & 10)

**Length:** 5 sessions 7:00-8:30 pm

**Also offered**

**Starts:** Tuesday, February 27

(meets February 27, March 5, 12, 19 & 26)

**Length:** 5 sessions 7:00 -8:30 pm

**Fee:** \$59

## Salsa – **NEW** – 23FDMS

Salsa is a spicy fund dance that is easy to learn and fun for couples and singles. Set to lively music, Salsa dancing is a great aerobic exercise and also helps to boost brain function.

**Instructor:** Julene Krause

**Starts:** Tuesday, October 17 (meets October 17, 24, 31, November 7 & 14)

**Length:** 5 sessions – 7:00 -8:30 pm

**Fee:** \$59

## Western Two Step – 24SDWBW

Come dance away the winter blues and learn the Western Two Step. Two stepping is a lively dance with turns and twirls as you progress around the ballroom dance floor.

**Instructor:** Julene Krause

**Starts:** Tuesday, January 9

(meets January 9, 16, 23, 30, & February 6)

**Length:** 5 sessions 7:00 -8:30 pm

**Fee:** \$59



## Pattern Dances – **NEW** – 24FDPD

Pattern dances like the Ten Step and Cowboy ChaCha, Horseshoe Shuffle and Swing Switch are a series of repeated steps. Come join the fun.

**Instructor:** Julene Krause

**Starts:** Tuesday, November 21

(meets November 21, 28, December 5, 12, & 19)

**Length:** 5 sessions 7:00 -8:30 pm

**Fee:** \$59

## Western and Ballroom Waltz – 24SDWBW

Waltz around the dance floor with graceful ease. A popular dance for weddings, special occasions or just for fun. If you have taken the Western Two step, this is a good follow up class.

**Instructor:** Julene Krause

**Starts:** Tuesday, April 2

(meets April 2, 9, 16, 23, & 30)

**Length:** 5 sessions 7:00 -8:30 pm

**Fee:** \$59

# ARTS & CRAFTS

## Learning to Sew and Beyond – **NEW** – 23FWACLSB

Sign up for all sessions or just one. We will begin with just the basics and create a keepsake pillow at the end of the first class. By the end of the class you will complete a custom dress or jacket of your choice. Come on this journey with me to expand your creativity in a whole new field. At the end of each class you will feel accomplished by being able to actually take something home that you created.

**Supplies:** Fabric, thread, scissors, seam ripper, needles, buttons, zippers, (sewing machine if you have one in working condition), sewing chalk, and measuring table.

**Instructor:** Winsome Washington

**Starts:** Thursday, August 31

(meets August 31, September 7, 14, 21, 28, October 5, 12, 19, 26 & November 2)

**Length:** 10 sessions 5:30- 7:30 pm

**Fee:** \$25 per session or \$150 for all

## Introduction to Rug Braiding – 23FACWRB

Come learn about the different materials that can be used to make a braided rug or a runner for your home. The 1<sup>st</sup> session will be picking out the size of your project and estimating fabrics and the size of your rug or runner. The 2<sup>nd</sup> session will be braiding and lacing your rug or runner.

**Instructor:** Caroline Petersen

**Starts:** Tuesday, November 7

**Length:** 2 sessions 6:00-7:00 pm

**Fee:** \$20

## KINDRED SPIRITS PAINTING CLASS – 23FAKP

Even if you have never picked up a brush, but always wanted to paint, then come and join me. Acrylic paint on canvas. Each class will take home a finished painting. We will kick off the semester with a cute painting of crows. All supplies are included in the class fee. Just bring your smile and a desire to learn something new!

**Instructor:** Elaine Wallace

**Starts:** Saturday, September 16

**Length:** 1 session 2:00-5:00 pm

**Fee:** \$35 per person

**Also Offered**

**Starts:** Saturday, October 14

**Length:** 1 session 2:00-5:00 pm

**Fee:** \$35 per person

**Also Offered**

**Starts:** Saturday, November 11

**Length:** 1 session

2:00-5:00 pm

**Fee:** \$35 per person

**Also Offered**

**Starts:** Saturday, December 16

**Length:** 1 session

2:00-5:00 pm

**Fee:** \$35 per person





### Beginning Tatting – 23FCTT

Learn this old time needlework favorite Grandma used to make. We'll learn on the shuttle or on needles, whichever you prefer, and work on some simple designs as well as learning to read patterns. Shuttles and needles will be available from the instructor.

**Instructor:** Patty Bagby

**Starts:** Thursday, October 12 & 19

**Length:** 2 sessions 7:00-9:00 pm

**Fee:** \$22

### Acrylic Pouring – 23FCPO

Come try acrylic paint pouring to create your own masterpiece. It's easy, fun and surprising what anyone can create. Bring along 2-3 bottles of acrylic paint that you'd like to combine, plus black and white. Paint should be all the same brand. They should look good together and have good contrast. They can be gloss or matte. Also needed are 2 canvases no larger than 9 x 12, rubber gloves, a shallow box to carry each canvas home in. Any questions, call teacher. Small fee for supplies used.

**Instructor:** Patty Bagby

**Starts:** Thursday, October 26 & November 2

**Length:** 2 sessions 7:00-9:00 pm

**Fee:** \$22

### Beginning Watercolor – 23FCCBWP

Have you always admired beautiful Watercolors and wished you could paint like that even though you've heard it is the most difficult painting medium? Come dispel the myth and learn the techniques to make watercolor do what YOU want it to do. We'll learn the basics and then build on that as we create paintings you'll be proud of. Bring what watercolor supplies you already own. Call instructor for help in picking new supplies for the class.

**Instructor:** Patty Bagby

**Starts:** Tuesday, September 26

(meets September 26, October 3, 10, 17 & 24)

**Length:** 5 sessions 6:30-9:00 pm

**Fee:** \$75 (plus supplies)



## Maryville Early Childhood Center PARENTS AS TEACHERS

**YOU ARE YOUR CHILD'S FIRST AND MOST INFLUENTIAL TEACHER. JOIN OUR FREE EARLY CHILDHOOD PROGRAM TODAY!**

**Contact us today: 660-562-3915**

<https://mecc.maryville.k12.mo.us/o/mecc/page/parents-as-teachers>  
[pohrene@maryviller2.com](mailto:pohrene@maryviller2.com)

### Watercolors II – 23FCCWC2

Let's move on from the basics and try some new techniques, improve landscape, and do a painting from your own picture. Bring the supplies you have and let us know if you need anything else?

**Instructor:** Patty Bagby

**Starts:** Tuesday, November 7

(meets November 7, 14, 21 & 28)

**Length:** 4 sessions 6:30-9:00 pm

**Fee:** \$75 (plus supplies)

### T Shirt Quilt – 23FCTSQ

A quick method to making a T-shirt Quilt. Quilted as each block is constructed and with seams on the right side and fringed.

**Supplies:** Bring to first class: T shirts washed and pressed, backing fabric-preferably 100% cotton, pre-washed and pressed. Rotary cutter, 18 x 24 mat, 12 1/2" square, 6 1/2 x 24 1/2" ruler, sewing machine in good working order, a walking foot to fit is required, matching thread for the shirts or invisible thread to use on all, scissors, flat flower pins, 1 piece of foam board if you want to cut blocks more than 12 1/2" square, x-acto or razor knife for cutting foam board.


**Instructor:** Patty Bagby

**Starts:** Thursday, November 9 & 16

**Length:** 2 sessions 7:00-9:00 pm

**Fee:** \$22

THE ST. JOSEPH SAFETY & HEALTH COUNCIL PRESENTS...



Scan here for more info!

## THE DRIVER'S PERMIT ACADEMY in Kansas City & St. Joseph!

Both in-class and virtual class options are available.

Classes at St. Joseph Safety & Health Council,  
3131 Frederick Ave., Suite 220, St. Joseph:  
**Thursdays: October 12, December 14 • 5 pm - 9 pm**

Classes at 2<sup>nd</sup> Floor Meeting Room, Admin Building,  
415 Third St., Platte City:  
**Thursdays: Aug. 10, Sept. 14, Nov. 9 • 5 pm - 9 pm**

Cost : \$40 per student. Limit 25 students in-person per class.  
Please note: This is for students seeking Instruction Permit only.  
*No hands on driving instruction will be taking place during this class.*




**Register online at [www.stjoesafetycouncil.org](http://www.stjoesafetycouncil.org)**

**TOPICS COVERED WILL INCLUDE:**

- Defensive Driving
- Occupant Restraints
- Road Sign Recognition
- The Missouri Driver's Guide
- Rules of the Road
- Practice Written Test(s)

**Let us help you prepare your soon-to-be drivers!**

Contact the Safety Council if you have questions about our Teen Driver's Education program, which is driving instruction designed for permitted teens who are working toward obtaining their intermediate driver's licenses.



NW TECHNICAL SCHOOL SCHEDULE – FALL 2023

DATE	COURSE	INSTRUCTOR	DAY	TIME	LENGTH	FEE	LOCATION
PERSONAL ENRICHMENT - FUN							
9/12	Social Security - Timing is Everything	Curtis J. Behrend, CFP, FIC, Financial Consultant	Tuesday	6:30 - 8:00 pm	1 session	Free	NTS
10/10	5 Keys to Retiring Fearlessly	Curtis J. Behrend, CFP, FIC, Financial Consultant	Tuesday	6:30 - 8:00 pm	1 session	Free	NTS
10/3	Your Family Heritage & Genealogy	John Campbell	Tuesday	6:00 - 8:00 pm	3 sessions	\$30	NTS
TBD	An Introduction to Voiceovers	Voices for All	TBD	90 minutes	1 session	TBD	Video
11/27	Instant (Holiday) Piano for Hopelessly Busy People	Craig Coffman	Monday	6:30 - 9:30 pm	1 session	\$69	Zoom
11/28	Instant Guitar for Hopelessly Busy People	Craig Coffman	Tuesday	6:30 - 9:00 pm	1 session	\$69	Zoom
12/2	How to Play Piano by Ear - <b>NEW</b>	Craig Coffman	Saturday	1:00 - 3:00 pm	1 session	\$69 /person	Zoom
9/6	ACT Prep	Stacey Calfee	Tuesday	5:30 - 7:30 pm	6 sessions	\$60	NTS
1/13	Introduction to Bee Keeping 101	NW MO Bee Busters	Saturday	1:00 - 5:00 pm	1 session	\$12	NTS
2/10	Bee Keeping 201	NW MO Bee Busters	Saturday	1:00 - 5:00 pm	1 session	\$12	NTS
9/10	Pre-Class Meeting for Zen Pups - <b>NEW</b>	Elaine Wallace	Sunday	2:00 - 3:00 pm	1 session	Free	NTS
9/17	Zen Pups - <b>NEW</b>	Elaine Wallace	Sunday	2:00 - 3:00 pm	6 sessions	\$125	NTS
9/11	Puppy/Dog Training Basic & Problem Solving	Smitten Pet Sitten - Amy Mathias	Monday	5:30 - 6:30 pm	6 sessions	\$40 /session	NTS
HEALTH AND WELL-BEING							
9/11	Canning Salsa - <b>NEW</b>	Debbie Bennett	Monday	5:30 - 8:00 pm	1 session	\$25	NTS
8/26	Growing Fresh Herbs	Shari Patterson	Saturday	1:00 - 3:00 pm	1 session	\$15	NTS
10/7	First Aid with Herbal and Natural Remedies	Shari Patterson	Saturday	1:00 - 3:00 pm	1 session	\$15	NTS
11/6	Boost Your Brain	Katie Pemberton	Monday	10:00 - 11:00 am	6 sessions	\$45	NTS
11/4	Eating to Beat Inflammation	Shari Patterson	Saturday	1:00 - 2:00 pm	1 session	\$15	NTS
DANCE & MUSIC							
9/12	Jitterbug Swing	Julene Krause	Tuesday	7:00 - 8:30 pm	5 sessions	\$59	NTS
10/17	Salsa - <b>NEW</b>	Julene Krause	Tuesday	7:00 - 8:30 pm	5 sessions	\$59	NTS
1/9	Western Two Step	Julene Krause	Tuesday	7:00 - 8:30 pm	5 sessions	\$59	NTS
11/21	Pattern Dances - <b>NEW</b>	Julene Krause	Tuesday	7:00 - 8:30 pm	5 sessions	\$59	NTS
4/2	Western and Ballroom Walz	Julene Krause	Tuesday	7:00 - 8:30 pm	5 sessions	\$59	NTS
ARTS & CRAFTS							
8/31	Learning to Sew and Beyond - NEW	Winsome Washington	Thursday	5:30 - 7:30 pm	10 sessions	\$25 /session \$150 for all	NTS
11/7	Introduction to Rug Braiding	Caroline Petersen	Tuesday	6:00 - 7:00 pm	2 sessions	\$20	NTS
9/16	Kindred Spirits Painting Class	Elaine Wallace	Saturday	2:00 - 5:00 pm	1 session	\$35 /person	NTS
10/12	Beginning Tatting	Patty Bagby	Thursday	7:00 - 9:00 pm	2 sessions	\$22	NTS
10/26	Acrylic Pouring	Patty Bagby	Thursday	7:00 - 9:00 pm	2 sessions	\$22	NTS



9/26	Beginning Watercolor	Patty Bagby	Tuesday	6:30 - 9:00 pm	5 sessions	\$75 plus supplies	NTS
11/7	Watercolors II	Patty Bagby	Tuesday	6:30 - 9:00 pm	4 sessions	\$75 plus supplies	NTS
11/9	T Shirt Quilt	Patty Bagby	Thursday	7:00 - 9:00 pm	2 sessions	\$22	NTS
COOKING							
1/23	Dining with Diabetes	Debbie Bennett	Tuesday	5:30 - 7:30 pm	4 sessions	\$65	NTS
9/2	Cooking with Fresh Herbs	Shari Patterson	Saturday	1:00 - 3:00 pm	1 session	\$20	NTS
11/8	Roll Fun - Make and Take	Donna Lewis	Wednesday	5:00 - 6:30 pm	1 session	\$24	NTS
10/4	Cake Decorating 101	Karlene Jenkins	Wednesday	6:30 - 9:00 pm	3 sessions	\$30 plus supplies	NTS
YOUTH							
5/28	Kids in the Kitchen	Marci Behrens	Tuesday	8:00 am - Noon	2 sessions	\$39	NTS
9/8	Hunter Education Skills Field Day	MO Conservation Department	Friday	5:00 - 9:00 pm	1 session	Free	NTS
11/4	Babysitter's Training	Kathy Lipiec	Saturday	8:30 am - 3:30 pm	1 session	\$45 plus supplies	NTS
TECHNICAL							
On Demand	Welding Fundamentals			4:00 - 7:00 pm	7 sessions	\$350	NTS
10/2	Basic Refinishing	John Monjar	Monday	6:00 - 8:00 pm	5 sessions	\$38	Monjar's Wood Shop
HEALTH CARE							
10/2	American Red Cross CPR/First Aid/AED	Call 660-671-1283 to enroll; 8 required to hold class.	1st Monday each month	6:00 - 9:00 pm	4 sessions	\$40	NTS
TBD	TABE Testing	Call 660-562-3022 to schedule a testing date.	Tues./Thurs.	3:00 - 7:00 pm	19 sessions	\$20	NTS
TBD	Certified Nursing Assistant	Linda Jenkins & Barbara Schooler	Tues./Thurs.	9:00 - 2:00 pm	60 class hrs., 8 clinical hours, and 2 final hours	\$800 plus \$125 for certification & test	NTS
8/15	Certified Medication Technician (CMT) (Includes Insulin Administration)		Tues./Thurs.			\$650 plus book and insulin certification	NTS
TBD	Emergency Medical Technician					\$1000 plus fees	NTS
TBD	EMT-B CEU Classes			6:00 - 10:00 pm		\$25 per class	NTS
On Demand	IV Therapy for LPNs	Call for schedule			40 hrs. classroom, 8 hrs. clinical	\$400 plus book	
BUSINESS & COMPUTERS							
10/14	Starting & Managing a Successful Small Business - <b>NEW</b>	Rebecca Lobina	Saturday	8:00 - 11:00 am	1 session	\$25	NTS
9/11	Computer for the Absolute Beginner	Donovan Harris	Monday	3:00 - 5:00 pm	3 sessions	\$59	NTS
10/2	Basic Computer Operations	Donovan Harris	Monday	3:00 - 5:00 pm	4 sessions	\$79	NTS
10/23	Owning a Computer	Donovan Harris	Monday	3:00 - 5:00 pm	2 sessions	\$49	NTS
11/6	Microsoft Word	Donovan Harris	Monday	3:00 - 5:00 pm	2 sessions	\$49	NTS
11/20	Excel	Donovan Harris	Monday	3:00 - 5:00 pm	2 sessions	\$49	NTS

# COOKING

## Dining with Diabetes – 24SHWDD

Dining with Diabetes is a cooking class for adults. During four weekly classes, participants will learn how to prepare diabetes-friendly meals. Participants will also learn proven strategies to better manage, prevent or delay complications related to diabetes. This class is open to anyone -diabetics, pre-diabetics, caregivers, or anyone who wants to learn how to prevent diabetes. Each two-hour session includes classroom instruction as well as preparation of diabetic-friendly meal. **Must have a minimum of six participants to hold the class.**

**Instructor:** Debbie

Bennett, Nutrition and Health Education

Specialist for University of Missouri Extension

**Starts:** Tuesday, January 23

(meet January 23, 30, February 6 & 13) 5:30-7:30 pm

**Length:** 4 sessions

**Fee:** \$65



## Cooking with Fresh Herbs – 23FHWCFH

We will discuss herbs and learn the benefits to rosemary and tarragon. Recipes will be shared as well as cooking and tasting.

**Instructor:** Shari Patterson

**Starts:** Saturday, September 2

**Length:** 1 session 1:00-3:00 pm

**Fee:** \$20

## Roll Fun-Make and Take – 23FHWR

Learn the basics of home-made rolls and cinnamon rolls. Learn the steps to making delicious rolls and get to taste and leave with rolls. Please bring a pan to class for baking rolls.

**Instructor:** Donna Lewis

**Starts:** Wednesday, November 8

**Length:** 1 session 5:00-6:30 pm

**Fee:** \$24

## Cake Decorating 101 – 23FCCD

Learn basic cake decorating, some borders, flowers and some leaves.

**Instructor:** Karlene Jenkins

**Starts:** Wednesday, October 4

(meet October 4, 11, & 18)

**Length:** 3 sessions

6:30-9:00 pm

**Fee:** \$30 plus supplies-  
tips # 3, #20, #67, #104  
flower nail #7, 2- 10  
inch reusable bags,  
2-couplers and a set of  
colors.



## FALL Courses - Northwest Technical School

### FEATURES INCLUDE:

- Self-paced, Start anytime
- 24/7 Access
- Books and materials included
- Certificate of Completion
- Certification Exam Voucher may be included
- Financial assistance available
- Student Advisors Included
- Industry Recognized Certifications
- Counselors help match your interests

Visit our website to enroll, learn more, or view all of our online courses.



### ONLINE ADVANCED CAREER TRAINING

Learn in-demand skills around your schedule. This online, self-paced training is designed to prepare you for entry or advancement in career opportunities.

#### MEDICAL BILLING AND CODING (Vouchers Included)

Train for an in-demand healthcare career in medical billing and coding and prepare for industry certification in this course.

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Get a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and preparing you for the corresponding industry certification exams.

#### PHARMACY TECHNICIAN (Voucher Included)

Train to enter this rapidly growing field as a Pharmacy technician, supporting licensed pharmacists in providing health care to patients.

#### HUMAN RESOURCES PROFESSIONAL

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR certification exam.

#### LEAN SIX SIGMA GREEN BELT AND BLACK BELT (Exam Cost Included)

Learn the principles of both Lean Six Sigma Green Belt and Lean Six Sigma Black Belt, before sitting for the certification exams.

#### HVAC/R CERTIFIED TECHNICIAN (Vouchers Included)

A comprehensive online training course that encompasses heating, ventilation, air conditioning, and refrigeration.

#### THE COMPLETE PROJECT MANAGER WITH CAPM AND PMP PREP

Expand your knowledge and application of project management concepts with this online course and get prepared for either the CAPM or PMP certifications.

#### CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING (Vouchers Included)

This course will teach you how Administrative Medical Assistants are versatile and valuable members of the healthcare team who handle a broad range of duties. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA).

#### CLINICAL DENTAL ASSISTANT

After completion, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

[careertraining.ed2go.com/nts](http://careertraining.ed2go.com/nts)

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**Classes**

[haile@maryviller2.com](mailto:haile@maryviller2.com)

**Enroll in Classes NOW!!**



# YOUTH

## Kids in the Kitchen – 24SYKK

Calling all 4<sup>th</sup>-8<sup>th</sup> graders for a course of delicious food and learning how to cook for yourself and family! Each session we'll get hands-on and cover fundamentals such as basic skills, how to read and follow a recipe, measuring and mixing, and the importance of kitchen safety. Best of all, we'll get into the fun details of cooking, including easy, healthy and delicious foods to help get you through the summer. Along the way, kids will learn how to make great food that will impress their family and friends. Space is limited call today!



**Instructor:** Marci Behrens

**Starts:** Tuesday, May 28 & Wednesday, May 29

**Length:** 2 sessions 8 am-noon

**Fee:** \$39

## Hunter Education (Firearm Safety)

### Skills Field Day – 23FGOHE

This skills session will satisfy part two of Missouri Hunter Education requirements. To obtain hunter education certification you must also attend part one (online, self-study, or a classroom session) and bring along your skills session qualifier certificate or a student manual with the review questions completed. Those who have not completed the part

one knowledge portion will not be able to attend the part two skills portion. Students 15 and under must also bring a copy of their birth certificate or other proof of age. The final exam will be administered at the end of the skills session. Register online at: Events | Missouri Department of Conservation ([s3licensing.com](http://s3licensing.com)).

Please arrive a minimum of 15 minutes before the beginning of the class to complete registration; late arrivals will not be admitted so please arrive early. In the event of a cancellation, you will be contacted by email and/or phone. Please contact Conservation Agent Kris Smith at (816) 261-1245 if you have any questions.

Note: Students who are 16 and over and have completed the all-online Hunter Education course are certified and do not need to attend an in-person skills session.

Anybody completing online hunter education can participate in the skills field day. Register on-line for the course. If you need more information contact the St. Joseph regional office at 816-271-3100 or [www.mdc.mo.gov](http://www.mdc.mo.gov). You will receive your hunter education certification after completing the online hunter education course and the skills field day. This class is for any person 11 or older needing Hunters Education Certification. This is the skills portion only.

**Instructor:** MO Conservation Department

**Starts:** Friday, September 8

**Length:** 1 session 5:00-9:00 pm

**Fee:** free

## Babysitter's Training – 23FYBT

Are you ready to start your babysitting career or update your skills? 5<sup>th</sup>-8<sup>th</sup> graders (minimum age of 11 years old). Bring a baby doll and a sack lunch.

**Instructor:** Kathy Lipiec

**Starts:** Saturday, November 4

**Length:** 1 session 8:30 am-3:30 pm

**Fee:** \$45 plus supplies

# TECHNICAL

## Welding Fundamentals – 23FTWF

A 20 hour program specially designed to gain knowledge in welding repair. Students will be exposed to Oxy-fuel cutting and brazing, Shielded Metal Arc welding (stick) and Gas Metal Arc welding (MIG).



**Starts:** On demand

**Length:** 7 sessions

4:00-7:00 pm

**Fee:** \$350

## Basic Refinishing – 23FTBR

This class uses a hands-on approach and will offer the newcomer training in the basics of refinishing. Students will bring a small project (chair or table) to refinish in class. Proper safety techniques will be demonstrated and emphasized throughout the course.

**Instructor:** John Monjar

**Starts:** Monday, October 2

**Location:** Monjar's Wood Shop-990 South Hester

**Length:** 5 sessions; week 1 6:00-8:00 pm, week 2 6:00-8:00 pm, week 3 6:00-6:30 pm, week 4 6:00-6:30 pm, week 5 6:00-6:30 pm

**Fee:** \$38

## FIVE EASY WAYS TO REGISTER

**PHONE:** 660-671-1283, ask for Lori Tally

**WALK-IN:** You may register in person at Northwest Technical School. Hours: Mon.-Fri., 8 am to 4 pm

**MAIL-IN:** You may register by completing the registration form and mailing it with your fee to:

Community Education

1515 South Munn

Maryville, MO 64468

**EMAIL:** [tally@maryviller2.com](mailto:tally@maryviller2.com)

**ONLINE  
REGISTRATION**



# HEALTH CARE

## American Red Cross CPR/First Aid/AED – 23FHCCPR

This hands-on course teaches you responses and skills for how to respond in emergency situations. Course content can include Adult or Child CPR skills. This course can be tailored to meet the needs of the group wanting to take or up-date their CPR skills.



**Offered the 1st Monday's of each month October 2, November 6, and December 4 6:00-9:00 pm**  
**Class will be cancelled if at least 8 students are not enrolled. Call 660-671-1283 to enroll!**  
**Fee: \$40**

## TABE Testing

Enrollees in EMT Class must meet certain grade level standards which are established through the TABE Test. Contact Northwest Technical School Office at 660-562-3022, to schedule a testing date.

**Fee: \$20**

**Northwest Technical School is a Regional Testing Site that hosts the Certified Nursing Assistant (CNA) exam. CNA candidates who have completed the course can log on to [mo.tmutest.com](http://mo.tmutest.com) to see available test dates at Northwest Technical School.**

## Certified Nursing Assistant – 23FHCCNA

Receive 75 hours of classroom training as a nurse assistant in skilled residential care. Classroom study coincides with 100 hours of clinical training at your place of employment. Cost does not include certification exam.

**Instructor:** Linda Jenkins and Barbara Schooler

**Starts:** TBA

**Length:** 19 sessions (Tues/Thurs 3-7 pm)

**Fee:** \$800 plus \$125 for certification and testing to testing company

## Certified Medication Technician (CMT) (Includes Insulin Administration) – 23FHCCMT

Upgrade your CNA skills to become a medication technician in a skilled care facility. The four-hour insulin administration component certifies a medication technician to administer insulin in a skilled health care facility. Call for details if you only need the insulin administration component. Students must be an active CNA for 6 months, take and pass a TABE test, and have a letter of recommendation from a DON or administrator.

**Starts:** Tuesday, August 15

**Length:** (Tues/Thurs 9- 2 pm) 60 class hours, 8 clinical hours and 2 final hours.

**Fee:** \$650 tuition, plus book and insulin certification

## Emergency Medical Technician – 23FHCEMT

This course requires a TABE test and an interview process. Students completing this program will be eligible for National Registry testing and licensing as an EMT. The Program is also Accredited by the Bureau of EMS State of MO. Any certified EMT needing additional CEU's call 660-671-1283 to enroll in a segment of this course to meet requirements.

**Starts:** TBA

**Fee:** \$1000 plus testing and supply fees

## EMT-B CEU Classes – 23FHCEMTB

Classes will coincide with regular EMT course schedule at NTS. Pre-registration required 3 days prior to class date to schedule testing and get certification.

**Starts:** Call for schedule 6:00-10:00 pm

**Fee:** \$25 per class

## IV Therapy for LPNs – 23FIVT

Prerequisite: Must be Licensed Practical Nurse. The LPN will use knowledge, skills and competencies required to perform such therapy safely and in accordance with the Missouri Nursing Practice Act. The course includes forty (40) hours of classroom instruction. The arrangement of eight hours required clinical is the responsibility of the student.

**Starts:** On Demand

**Length:** 40 hours classroom, 8 hours clinical

**Fee:** \$400 (plus book)

*Interested in becoming a nurse or health care professional?*

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*A+ eligible programs!*

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Follow us for educational opportunities on Facebook at **Mosaic Maryville in the Community** or call **660.562.7945** for more information.



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# BUSINESS/COMPUTERS

## Starting & Managing a Successful Small Business – **NEW** – 23FBFLBO

Ever thought of starting a small business? Now you can! Learn the best practices for planning, financing and operating a business during this three-hour workshop presented by the Center Director of the Northwest Missouri Small Business Development Center (SBDC).

### Learning Objectives:

- Understand how to determine the feasibility of your business concept.
- Understand the steps to make your business legal including taxes, licenses, state and federal requirements and more.
- Know why you need a business plan and what's included in a comprehensive plan.
- Understand different funding options.
- Learn best practices for operating your business throughout the entire workshop.

**Instructor:** Rebecca Lobina

**Starts:** Saturday, October 14

**Length:** 1 session 8:00-11:00 am

**Fee:** \$25

## Computer for the Absolute Beginner – 23FCB

This class is designed for people who have little to no experience with computers and would like to begin developing this skill. We will focus on the most basic skills: turning the machine on and off, using the mouse, navigating Windows, personalizing and organizing your machine, and e-mail. There will be time set aside for special requests if there is a topic that someone would like to be covered.

**Instructor:** Donovan Harris

**Starts:** Monday, September 11

(meets September 11, 18 & 25)

**Length:** 3 sessions 3:00-5:00 pm

**Fee:** \$59

## Basic Computer Operation – 23FCBC

Topics include terminology and the basic components of the computer. You will learn to navigate Windows, the basics of word processing, spreadsheet applications and the Internet. There will be time set aside for special requests if there is a topic that someone would like to be covered.

**Instructor:** Donovan Harris

**Starts:** Monday, October 2

(meets October 2, 9, 16 & 23)

**Length:** 4 sessions 3:00-5:00 pm

**Fee:** \$79

## Owning a Computer – 23FCOAC

We've all seen commercials for miracle programs that will speed up and clean up your computer to make it as good as new. What these commercials don't tell you is that you can do it all yourself -- for free! Using programs already installed on your machine and free software available on the internet, you will learn how to maintain your computer and keep it running at its best possible performance.

**Instructor:** Donovan Harris

**Starts:** Monday, October 23

(meets October 23 & 30)

**Length:** 2 sessions 3:00-5:00 pm

**Fee:** \$49

## Microsoft Word – 23SCOBW

Learn the basics of word processing. Topics covered will be formatting of text and graphics, and an overall acquaintance with the features of Microsoft Word. There will be time set aside for special requests if there is a topic that someone would like to be covered.

**Instructor:** Donovan Harris

**Starts:** Monday, November 6

(meets November 6 & 13)

**Length:** 2 sessions 3:00-5:00 pm

**Fee:** \$49

## Excel – 23FCOBE

Set up a spreadsheet with simple formatting and simple formulas. Develop the use of formulas and formatting to enhance the basic spreadsheet for various business or home users.

**Instructor:** Donovan Harris

**Starts:** Monday, November 20

(meets November 20 & 27)

**Length:** 2 sessions 3:00-5:00 pm

**Fee:** \$49

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Do you have a permitted or licensed teenager at home who needs to learn how to drive or needs more behind the wheel instruction?

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• NEVER TEACH YOUR SPOUSE TO GOLF

• NEVER TEACH YOUR CHILDREN TO DRIVE

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REGISTER ON-LINE @ WWW.STJOESAFETYCOUNCIL.ORG

### LESSONS OFFERED EACH MONTH

APRIL-NOVEMBER

(EXCLUDING JUNE & JULY)

Cost \$120 per student for 2 hours of private instruction.

\*Please note: this is for students ages 15-19 years old and must have a Missouri permit or license..

- Certified Driving Instructors
- Insured Vehicle
- Affordable

St. Joseph Safety and Health Council  
3131 Frederick Ave., Suite 220  
St. Joseph, MO. 64506

- Beginner
- Intermediate
- Advance



## Supervisory Certificate Series

**Course Description:** Take your supervisory and leadership skills to the next level! This series addresses key topics in the role of a supervisor and leader—relationships, communication, teams, conflict, legal responsibilities, and coaching—and includes hands-on activities and interactive discussions so participants are engaged and learn from each other. The course is designed by the Missouri Training Institute (part of the University of Missouri Trulaske College of Business and University of Missouri Extension) and taught by MU Extension. Participants receive a supervisory skills certificate upon completion of all of the sessions in the series.

### Session 1: Building Effective Relationships (full-day session)

Building effective relationships with the team members you supervise is one of the best strategies to ensure team performance and prevent future conflicts. By focusing on relationships, you gain trust and respect. This full day session will examine personality differences, generational differences, and how to proactively build trust.

### Session 2: Communicating Successfully (half-day session)

In today's fast-paced business environment, successful communication requires more than just speaking your mind loudly enough for others to hear you. This session will sharpen both your written and verbal communication skills to maximize understanding and minimize confusion among those with whom you communicate.

### Session 3: Your Legal Responsibilities (half-day session)

Supervisors are often placed in a difficult position. On one hand they are charged with motivating and directing the workforce. On the other, they must protect the organization from liability. This session will explore the legal responsibilities of the supervisory role by examining best practice solutions to discrimination, sexual harassment and the progressive discipline process.

### Session 4: Guiding Conflict Resolution (half-day session)

In the workplace, even healthy differences can escalate into conflict. Addressing conflict quickly and effectively is a crucial supervisory skill. This session enables participants to recognize the signs that conflict exists, assess each conflict situation and serve as a catalyst to encourage those involved to achieve resolution.

### Session 5: Leading High-Performance Teams (half-day session)

As the supervisor, you are responsible for the leadership of your staff. This session will address the interpersonal and organizational advantages of working together. You will also participate in some experiential learning exercises that illustrate what it takes to lead others through the challenges of team development. Finally, learn how to set team boundaries and communicate team expectations to increase the commitment and performance of your employees.

### Session 6: Coaching Employees (full-day session)

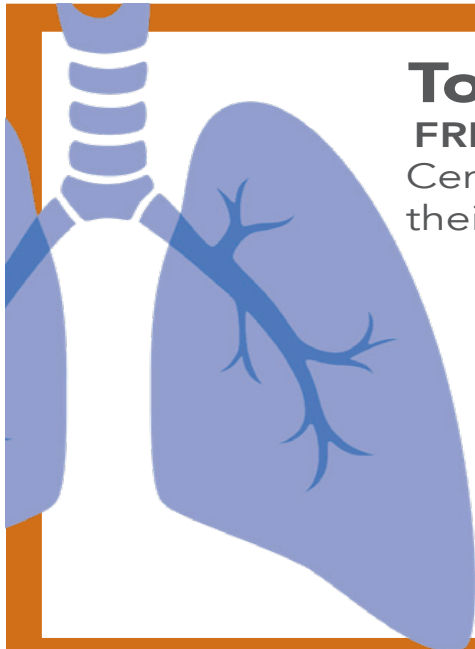
The coaching process is central to performance management. By creating the appropriate climate and context to empower individuals and teams, great coaches are able to achieve extraordinary results. The workshop will provide you the coaching tools you need to motivate, delegate and diagnose performance problems; provide performance feedback; and facilitate the problem-solving process for employees.

**Instructors:** University of Missouri Extension faculty, including Amie Schleicher, associate extension professional and field specialist in livestock; Jessica Trussell, field specialist in human development.

**Length:** Six sessions over the course of four weeks (some sessions take the entire time; other sessions are half-day sessions); participants can attend one or more of the sessions but must attend all six to earn supervisory certificate.

**Time:** Full-day sessions, 7:00 a.m.-2:30 p.m.; half-day sessions either 7:00-10 a.m. or 10:30 a.m.-2:30 p.m.

**For more information, call 660-562-3022.**



## Tobacco Cessation Class

**FREE** course offered by Mosaic Medical Center – Maryville to help individuals kick their habits in a supportive environment.

### 8 Session Program

Schedule accommodates all shifts!

For more information, please call

**660.562.7945**



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**ENROLL TODAY – CALL 660-562-3022**

**Classes begin in August**

*All classes scheduled as requested*

**Make your payment by \*Cash \*Check \*VISA \*MasterCard**

**GIFT CERTIFICATES AVAILABLE!**

**Give a class as a gift. Buy a gift certificate in any amount which can be applied to the cost of tuition. For more information please call 660-671-1283 or email Lori at [tally@maryviller2.com](mailto:tally@maryviller2.com).**

**2023 FALL REGISTRATION FORM**

Please mark your calendar with class information. You are enrolled as soon as we receive this form and payment of fees. You will not be notified unless difficulty is encountered.

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**DAYTIME PHONE:** \_\_\_\_\_

**EVENING PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**METHOD OF PAYMENT:**

**CASH** \_\_\_\_ **CHECK** \_\_\_\_ **VISA** \_\_\_\_\_ **MASTERCARD** \_\_\_\_\_

**CARD NUMBER** \_\_\_\_\_ **EXPIRES** \_\_\_\_\_

**PLEASE ENROLL ME IN:**

<b>COURSE TITLE</b>	<b>TIME</b>	<b>DATE</b>	<b>FEE</b>
_____			
_____			
_____			

**TOTAL** \_\_\_\_\_

**Make checks payable to:** Maryville R-II  
**Enclose fees & mail to:** COMMUNITY EDUCATION  
1515 S. MUNN  
MARYVILLE, MO 64468

**I have read and understand the registration and refund policy for Community Education classes.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# 2023 Fall Occupational Classes

*in conjunction with*

## St. Joseph Safety & Health Council

### **FORKLIFT REFRESHER**

7 am to 9 am, December 5, 2023 in St. Joseph

### **4-HOUR FORKLIFT TRAINING**

7 am to 11 am, October 17, 2023 in St. Joseph

7 am to 11 am, November 30, 2023 in Maryville

### **CONFINED SPACE**

October 18, 2023 in Maryville

November 7, 2023 in St. Joseph

### **OSHA 10-HOUR GENERAL INDUSTRY**

7 am to 3 pm, October 16, 2023 *and*

7 am to 11 am, October 23, 2023 in Maryville

7 am to 3 pm, December 4, 2023 *and*

7 am to 11 am, December 5, 2023 in St. Joseph

### **OSHA 10-HOUR GENERAL CONSTRUCTION**

7 am to 3 pm, November 2, 2023 *and*

7 am to 11 am, November 9, 2023 in Maryville

### **HAZMAT/HAZWOPER REFRESHER**

8 am to 4 pm, January 10, 2024 in Maryville

ST. JOSEPH



SAFETY & HEALTH COUNCIL

*Unless otherwise noted, all Maryville programming will be hosted at Northwest Technical School*

<http://www.stjoesafteycouncil.org>

## FREE Hands-only CPR and First Aid

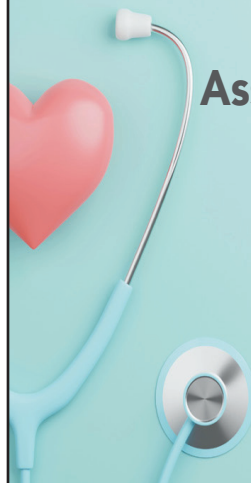
If you would like more information,  
please call **660.562.7945** or email  
[bridget.kenny@mymlc.com](mailto:bridget.kenny@mymlc.com).



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\$10 youth, \$30 adult  
Call **660.562.7945** for more  
information!



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