2025 Instructor-Led Online Training

Increase Engagement and Productivity with Professional Development

EANE offers several professional development training programs to help individual contributors and managers alike develop soft and technical skills that will improve performance, increase engagement and deliver value to the business.

ALL CLASSES INCLUDE: all training materials and 6 months of post-training phone or email support.

Our Most Requested Class

EXCEL
For The HR Professional

As an HR Professional your time is extremely valuable. Using examples that an HR professional faces this course is designed for you to learn Excel skills that will help you save time and be more productive.

February 6, 2025
8:30 am - 3 pm

June 24, 2025
8:30 am - 3 pm

October 15, 2025
8:30 am - 3 pm

EXCEL
Level One

Explore the new interface and navigation. Learn how to create, modify and format worksheets; manipulate data; and perform calculations.

January 29, 2025
8:30 am - 3 pm

April 9, 2025
8:30 am - 3 pm

July 10, 2025
8:30 am - 3 pm

October 7, 2025
8:30 am - 3 pm

EXCEL
Level Two

Create workbooks using templates, sort, subtotal, filter data, and analyze data using Pivot Tables and Pivot Charts — including creating and formatting Pivot Tables.

February 11, 2025
8:30 am - 3 pm

March 4, 2025
8:30 am - 3 pm

May 7, 2025
8:30 am - 3 pm

August 7, 2025
8:30 am - 3 pm

November 4, 2025
8:30 am - 3 pm

EXCEL
Level Three

Work on creating and editing macros, learn how to apply conditional formatting and how to add data validation criteria.

March 11, 2025
8:30 am - 3 pm

June 11, 2025
8:30 am - 3 pm

December 9, 2025
8:30 am - 3 pm

We are Here to Help

Contact our Learning and Development experts for additional information about any of the professional development training programs featured here.

If you need more convenient dates or locations for you and your employees we are happy to coordinate customized on-site training for your organization.

EANE members SAVE 20%
see website for pricing

EXCEL

Data Visualization/Dashboards using Excel Charts

In today's world it is important that your data tell a story. Excel charts allow you to easily show your KPI's.

May 5, 2025
8:30 am - 11:30 am
December 4, 2025
8:30 am - 11:30 am

EXCEL

Formulas, Formulas, Formulas

In this course you will learn how to up your formula knowledge in Excel. These formulas will allow you to make your spreadsheets more dynamic.

January 23, 2025
8:30 am - 11:30 am
August 12, 2025
8:30 am - 11:30 am

EXCEL

Power Query Fundamentals

This course discusses guidelines for good data set structure and a discussion of data normalization.

March 5, 2025
8:30 am - 11:30 am
September 23, 2025
8:30 am - 11:30 am

POWERPOINT

For People Who Don't Have Time To Do Presentations

This course is designed to show you how to create a polished and professional presentation without frustration and a huge time commitment.

April 29, 2025
8:30 am - 3 pm
November 19, 2025
8:30 am - 3 pm

OUTLOOK

Survival Tips for Busy People

The Outlook Survival course will provide the best practices for time management and your email. Learn to customize your Outlook to maximize your working style.

March 20, 2025
8:30 am - 11:30 am
July 8, 2025
8:30 am - 11:30 am
November 5, 2025
8:30 am - 11:30 am

COPILOT

for the HR Professional

Learn how Copilot can help you by creating job descriptions, screening resumes, creating onboarding plans, providing training materials, creating surveys, analyzing results, and more.

February 3, 2025
8:30 am - 11:30 am
May 1, 2025
8:30 am - 11:30 am
September 23, 2025
1 pm - 4 pm
November 11, 2025
8:30 am - 11:30 am

Employers Association of the NorthEast

Ready to Get Started?

Visit our website at EANE.org to register and reserve your spot today!