MY APEX CAMPUS

PROFESSIONAL DEVELOPMENT THROUGH ONLINE TRAINING

APEX CAMPUS CURRICULUM OVERVIEW

The Apex Campus includes professional development courses, tools and resources to support you in achieving your personal and professional best. In ABWA's Apex Campus, you can take courses on your own time and at your own pace. Each course is activated for 50-days. Courses not completed during this period, must be repurchased.

Login today at www.myapexcampus.orq. For questions, contact the national office at 913-732-5100 or webmail@abwa.org.

MARKETING TOOLS FOR YOUR BUSINESS

CREATE AND LAUNCH A WEBSITE IN CANVA FOR FREE - NO CODE NEEDED

Duration: 2 hr 20 min

Developed by Elizabeth Hambleton, learn how to design a one-page website that looks amazing and is a breeze to build. Identify key elements you need, the tips and tricks for making the design process quick and easy, and how to add extra functionality by connecting other platforms to Canva.

PROMPT ENGINEERING MASTERCLASS FOR MARKETERS AND CONTENT CREATORS - LEVERAGE AI TO CREATE QUALITY CONTENT

Duration: 1 hr 22 min

Developed by Elizabeth Hambleton, learn about the concept of prompt engineering and how to harness AI for content creation, elevate brand messaging and the Best Practices for refining and iterating prompt engineering strategies to achieve desired outcomes.

STANDOUT SOCIAL MEDIA GRAPHICS IN CANVA

Duration: 3 hr

Developed by Elizabeth Hambleton, this course is a perfect accompaniment for any small business owner. This 3-hour course provides you with useful tips and templates in Canva.

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STORY STRATEGY: HOW TO WRITE A BRAND NARRATIVE THAT CONVERTS

Duration: 1 hr 25 min

Developed by Elizabeth Hambleton, learn the value of storytelling to drive brand loyalty, how to integrate into various social media channels, and the simple copywriting formulas to create higher-converting copy.

FROM LEADS TO LOYALTY: DESIGNING EFFECTIVE EVENT MARKETING FUNNELS

Duration: 1 hr 21 min

Created by Elizabeth Hambleton, this course teaches you how to build event marketing funnels that attract leads, foster engagement, and convert attendees into loyal customers. Learn actionable strategies and best practices to elevate your event ROI and create meaningful audience connections.

TECH TIPS AND TOOLS

POWER TIPS FOR MICROSOFT OUTLOOK USERS

Duration: 1 hr

In this program, Randy Dean, The E-mail Sanity Expert®, will share his favorite tips, tricks, and techniques for Microsoft Outlook users. It will be a program full of tips–very little PowerPoint and a whole bunch of time-saving techniques for Outlook. He'll cover a little bit of everything–e-mail, calendar, contacts, tasks/To Do, notes, as well as some of his favorite tips in Settings, Views, and Panels.

POWER TIPS FOR GMAIL/GOOGLE WORKSPACE

Duration: 1 hr

Like program #1, this second program in the series will be focusing on tips, tricks, and techniques, but this time for Gmail & Google Workspace users. Randy will share his favorite tips not just in Gmail, but also Google Calendar, Contacts, Tasks, Keep, and Chrome. He'll show how you can use these tools all together to better manage your business, your contacts, your time, and your life. And he'll discuss how easily it is to integrate all of this on your phone or tablet, so you have real-time remote productivity anywhere!

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POWER TOOLS FOR 365 USERS: ONENOTE, ONEDRIVE, AND TEAMS

Duration: 1 hr

And in the final program of this series, we'll go back to the Microsoft 365 platform, but this time Randy will be sharing his favorite tips and tools in OneNote, OneDrive, and Microsoft Teams, both on your computer and your phones and tablets. He'll show how these tools can not only give you fantastic remote productivity, but how they can help you better manage your projects, activities, and events as well as collaborate with your team and possibly clients and vendors even better.

GEMBA ACADEMY - SCHOOL OF LEAN & SIX SIGMA

Take the next step in your professional journey. To pursue professional advancement, skill acquisition, or even a new career path, the School of Lean and Six Sigma courses are a valuable resource. Let us help you grow–personally and professionally build an organization of continuous improvement through our comprehensive learning content carefully crafted by experienced practitioners with expert coaching who have real-world insight across a variety of industries. Lessons are concise, yet comprehensive providing valuable concepts and tools that your team can use to eliminate waste, streamline processes and boost morale across your organization.

GEMBA ACADEMY'S SCHOOL OF LEAN

- **Introductory Topics**: 3 videos, 32 min
- **5S Workplace Productivity**: 19 videos, 1 hr 25 min
- **5S in the Office**: 11 videos, 33 min
- **Dealing with Seven Deadly Wastes**: 12 videos, 1 hr 17 min
- **The Seven Wastes with Jeff Kaas**: 7 videos, 1 hr 16 min
- **The Kaizen Way:** 14 videos, 1 hr 44 min
- **Transforming Your Value Streams**: 18 videos, 2 hr 57 min
- **Value Stream Transformation—Adapting Value Stream Mapping for Office and Service Environments**: 6 videos, 15 min
- **Value Stream Mapping from Tool to Management Practice**: 15 videos, 52 min
- **Organizational Healing Through Value Stream Mapping**: 5 videos, 8 min
- **Improving Government Service Delivery with Value Stream Mapping**: 1 video, 14 min
- **Business Process Mapping**: 21 videos, 2 hr 21min

MY APEX CAMPUS

GEMBA ACADEMY'S SCHOOL OF LEAN (CONT.)

- **Practical Problem Solving**: 22 videos, 2 hr 16m
- **Toyota Kata Essentials**: 6 videos, 23 min
- **Improvement Kata Essentials**: 19 videos, 1 hr 15 min
- **Coaching Kata Essentials**: 18 videos, 1 hr 28 min
- **Toyota-Kata—Practice Makes Progress**: 42 videos, 4 hr 23 min
- **Kata in the Classroom**: 2 videos, 1 hr 40 min
- **Coaching Kata Insights**: 5 videos, 53 min
- **Non-Verba/ Communication in the Coaching Kata**: 5 videos, 24 min
- **Kata Applications and Case Studies**: 7 videos, 1 hr 45 min
- **Daily Management System**: 3 videos, 21 min
- **Daily Accountability Process**: 7 videos, 59 min
- **Gemba Walk Essentials**: 6 videos, 38 min
- **Process Confirmation**: 7 videos, 44 min
- **Leader Standard Work Essentials**: 4 videos, 22 min
- **Visual Management**: 7 videos, 58 min
- **Coaching for Daily Management**: 7 videos, 49 min
- **Obeya Essentials**: 6 videos, 48 min
- **Obeya Operations Center**: 11 videos, 54 min
- **Daily Management Workshop** :10 videos, 42 min
- **Daily Accountability Process Workshop**: 39 videos, 3 hr 33 min
- **Gemba Walk Workshop**: 22 videos, 3 hr 33 min
- **Leader Standard Work Workshop**: 13 videos, 1 hr 14 min
- **Day in the Life of a Lean Supervisor**: 21 videos, 43 min
- **Seven Quality Control Tools**: 28 videos, 2 hr 16 min
- **A3 Thinking**: 9 videos, 1 hr 14 min
- **Quick Changeover: The SMED System**: 12 videos, 1 hr 56 min
- **Standard Work**: 20 videos, 2 hr 2 min
- **Built-In Quality**: 2 hr 21 min
- **3P Production Preparation Process**: 11 videos, 1 hr 37 min
- **Kanban**:8 videos, 56min
- **Total Productive Maintenance (TPM)**: 10 videos, 46 min

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GEMBA ACADEMY'S SCHOOL OF LEAN (CONT.)

- **Culture of Kaizen**: 11 videos, 1 hr 29 min
- **Hoshin Planning Course**:11 videos, 1 hr
- **Hoshin Planning—How to Use the X-Matrix**: 7 videos, 32 min
- **TWI—Training Within Industry Job Methods**: 25 videos, 2 hr 48 min
- **Simulations — Bouncy Ball Game**: 4 videos, 20 min
- **Flow Simulations at Kaas Tailored**: 12 videos, 1 hr 1 min
- **Simulations—How to Draw a Pig**: 2 videos, 9 min
- **Simulations—Letter Puzzle Game**: 4 videos, 18 min
- **One-Piece Flow Simulation**: 2 videos, 14 min
- **Simulation—The Numbers Game**: 2 videos, 7 min
- **The Bridge Game Simulation**: 4 videos, 16 min
- **Lean Accounting Fundamentals**: 12 videos, 1 hr 32 min
- **Jean Cunningham on Lean Accounting**: 7 videos, 35 min
- **Lean Lingo Explained**: 12 videos, 37 min
- **Gemba Glossary**: 6 videos, 9 min
- **Introduction to Agile Kanban**: 17 videos, 1 hr 25 min
- **Managing with Agile Kanban**: 12 videos, 50 min
- **Tracking Agile Kanban Performance**: 15 videos, 43 min
- **Total Quality Management (TQM)**: 11 videos, 1 hr 16 min
- **Virtual Management Systems**: 10 videos, 1 hr 14 min
- **Creative Tension**: 3 videos, 10 min
- **Fault Tree Analysis**: 3 videos, 12 min
- **How to do Brainstorming**:10 videos, 44 min
- **How to do Cross-Training**: 5 videos, 23 min
- **Failure Modes and Effects Analysis (FMEA)**:16 videos, 1 hr 18 min
- **Bowtie Analysis**:4 videos, 14 min
- **Cell Design**:19 videos, 1 hr 55 min
- **(QFD) Quality Function Deployment**: 8 videos, 36 min
- **Facilitation**:13 videos, 1 hr 6 min
- **Change Management**: 20 videos, 1 hr 53 min

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GEMBA ACADEMY'S SCHOOL OF SIX SIGMA

- **Introduction to Six Sigma**: 4 videos, 26 min
- **Project Selection**: 8 videos, 56 min
- **Process Mapping & Selected Tools**: 5 videos, 51 min
- **Introduction to Statistics**: 4 videos, 23 min
- **Descriptive Statistics**: 3 videos, 12 min
- **Graphs**: 12 videos, 22 min
- **Inferential Statistics**: 38 videos, 2 hr 32 min
- **Statistical Process Control**: 13 videos, 46 min
- **Process Capability**: 9 videos, 46 min
- **ANOVA**: 7 videos, 47 min
- **Regression**: 9 videos, 51 min
- **Measurement Systems Analysis**: 6 videos, 38 min
- **Design of Experiments**: 13 videos, 1 hr 57 min
- **Continuous Improvement and Control Plans**: 3 videos, 27 min

GEMBA ACADEMY'S SCHOOL OF LEADERSHIP

CHANGE MANAGEMENT

Duration: 1 hr 53 min

When we follow a good strategy, complete an important project, or install a new technology, we expect to realize its benefits. However, many organizations find that people are slow to adopt the improvements, or don't adopt them at all. Change management offers a structured process for planning, preparing, implementing, and monitoring successful change in an organization. Learn the seven common reasons that change efforts fail and how change management practices address these causes.

FACILITATION

Duration: 1 hr 6 min

A key role of a facilitator is to help participants of meetings, workshops, conferences, or other events meet certain objectives within a set amount of time. Facilitation skills and practices help engage people in change, improvement, or innovation activities. Learn what a facilitator is and is not, how they facilitate different types of activities, and the seven key facilitation skills.

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LEADING TEAMS

Duration: 1 hr 19 min

Developed by Vida Thomson, this course is designed to get proven results with individual resume writing solutions from real-life client's resume examples that result in interviews and job offers. Choose your new resume format from ATS-compatible and visually-appealing templates.

ADAPTIVE LEADERSHIP

Duration: 1 hr. 9 min

Learn how adaptive leadership and its various approaches provide leaders with the tools and skills need to lead in a variety of situations and rapidly changing environments. This course introduces the four foundational leadership styles, including directive, supportive, coaching and delegating, and explains how to use each style appropriately based on different situations. Learners will also see the importance of self-awareness and reflection in identifying their preferred leadership style, as well as how to give effective instructions and delegate tasks. This course concludes with best practices for using adaptive leadership, including how to avoid common pitfalls and keep a clear purpose in mind.

EMOTIONAL INTELLIGENCE

Duration: 19 min

Emotional Intelligence is an essential factor in the successful implementation of continuous improvement processes within organizations. This course is specifically designed to help professionals, managers, and teams understand and harness the power of emotions in the context of a work environment. By combining the principles of Emotional Intelligence with the methodologies of continuous improvement, participants will learn how to create a workplace culture that encourages respect, adaptability, collaboration and sustainable growth.

SELF-AWARENESS

Duration: 1 hr. 3 min

Studies show that individuals who are self-aware are more self-fulfilled and more effective in their personal and professional lives. Self-awareness is the conscious knowledge of 10 aspects of ourselves, including our thoughts, feelings and emotions, motives, behaviors and much more. Developing self-awareness requires reflection, observation, and listening to feedback. There are many simple techniques we can start using to develop our self-awareness and improve relationships, communicate clearly, make better decisions, reduce stress and more.

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PREPARING FOR YOUR NEXT JOB OPPORTUNITY

RESUME SUCCESS FORMULA COURSE

Duration: 5 hr 30 min

Developed by Vida Thomson, this course is designed to get proven results with individual resume writing solutions from real-life client's resume examples that result in interviews and job offers. Choose your new resume format from ATS-compatible and visually-appealing templates.

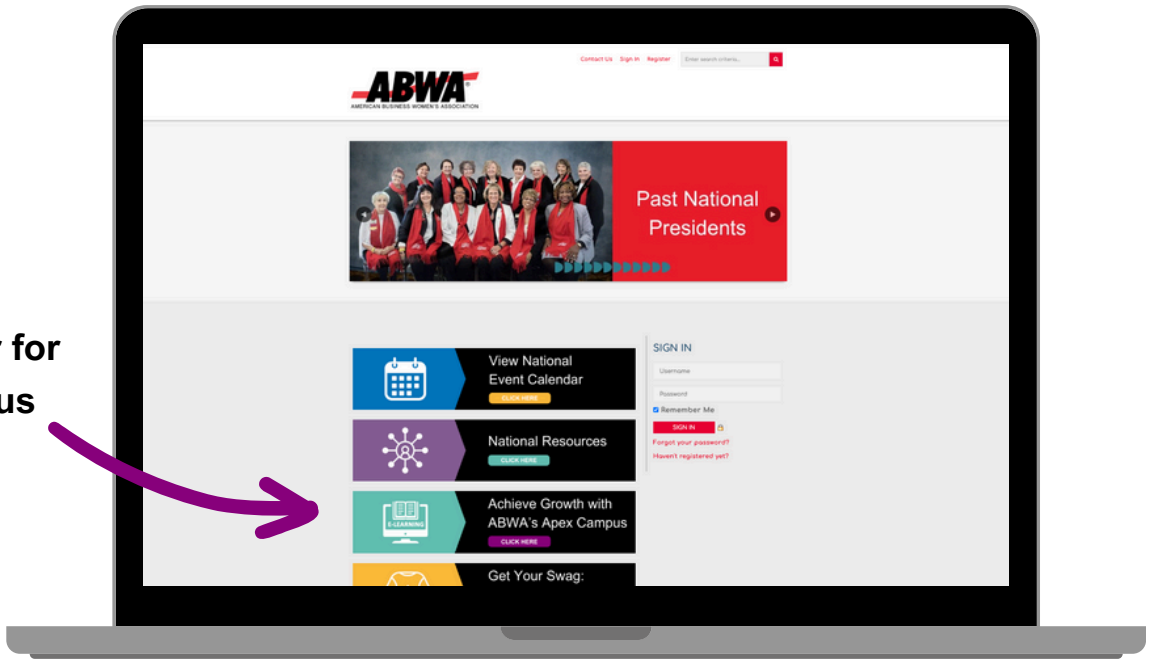
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TO REGISTER FOR A CLASS IN MY APEX CAMPUS, FOLLOW THESE STEPS

1. Login to YM (membership platform) entering your Login Credentials (Username and Password) in the designated fields.
2. **CLICK** on *Home* (located on the black navigational bar at the top of the page)
3. On the main content area, **CLICK** on *Achieve Growth with ABWA's Apex Campus* and you will be directed to the Apex Campus Platform.
4. **CLICK** on the link for *My Apex Library*
5. **CLICK** on a *Category* (i.e., School of Lean, School of Six Sigma, Marketing Tools for Your Business, etc.)
6. Select a course.
7. **CLICK** *Register* to enroll in the course you've just selected.
8. **CLICK** *Add to Basket*.
9. **CLICK** *Review Basket*
10. **CLICK** *Checkout*.
11. For Fee Based Courses, **CLICK** *Add Payment* for Credit Card Information.
12. **CLICK** *Submit Order*.
13. On the Navigational Menu, **CLICK** on the link for *My Apex Classroom* to launch the course.

Click this banner for My Apex Campus



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