



Online Training Classes

3 New curriculum

available on K@TE - these curriculum are available at a discounted price.

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All courses are taken online and can be taken day or night.

Writing Expert which includes the following courses; Writing Articles, Writing Case Studies, Writing Customer Service Emails, Writing in Plain English, Writing with Impact, Writing Speeches, Tips for Writing Business Emails, and Organizing an Outline. Cost - \$150.00

Communications

Fundamentals which includes the following courses; Communication Tips, Communicating with Confidence, Creating and Giving Business Presentations, Time Management Tips: Communication, Communicating about Culturally Sensitive Issues, Communicating Across Cultures, Crisis Communication, Communicating with Charisma, and Communicating with Transparency. Cost - \$100.00

Questions about Online Training or Logging in to K@TE?

New Online courses taken after November 1, 2018 will not work without an email address.

Please contact us if you need to add one or change your email address.

To sign up for a course or see course titles and descriptions log into K@te

Frequently asked questions.

Do you need to access your transcript or print a certificate once in K@TE - watch this quick video for help.

Public Relations:

Forget your password? A "Forgot Password" link is available

Communicating with the Public which includes the following courses; Delivery Tips for Speaking in Public, Overcoming Your Fear of Public Speaking, Public Relations Foundations: Media Training, Public Relations Foundations, Writing a Press Release, Impromptu Speaking, Performing under Pressure, Managing Your Anxiety While Presenting, and Creating and Giving Business Presentations. Cost - \$75.00.

** Every course is also available to take individually with a slight cost as well. To find an individual course in K@TE you can search for the title from the first login welcome page and it will allow you to register.

To sign up for a new curriculum or any online course login to your K@TE account at <https://kate.tennessee.edu/mtas> where you can purchase via credit card or request an invoice.

- **Social Media: Leaning the Basics** - 8 hrs CM-FO (Other) - read more on K@TE.
- **Social Network: Your City and Marketing Series** - 11.5 hrs CMFO (Other) - read more on K@TE.

on the K@TE login page, which generates an email with instructions for resetting your password.
Contact Cyndy Edmonds, Online Training Specialist - cedmonds@utk.edu.

- **Time after Time: Time Management Foundations** - 7 hrs CMFO (Other) - Time management courses to help lay the groundwork for a more efficient work day.
- **New Employee on the Computer - Office 365** - CMFO (Other) - Beginning classes on Microsoft 360 - Office, Word, Excel and Powerpoint.
- **New Employees on the Computer - 2016 Microsoft Office** - CMFO (Other)- Beginning Classes for Windows version of Microsoft 2016.
- **Computer Security Introduction** - Learn about basic security matters for everyone who uses a computer and the internet, phishing and whaling, and malware.

Need a single finance related course? In K@TE *Browse or Search* for "Finance A La Carte" including:

- Finance for Non-financial Managers
- Setting Your Financial Goals
- Managing Your Personal Finances

Course prices vary -
price is on description
and will show up in
your cart when course
is selected.

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