

Upcoming Course for...

# January 2021



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1  State Holiday
4	5 Advanced Principles of Communication Part 1: Authenticity Diversity Training for Employees Managing Stress & Workplace Accountability (1/2 day)	6 Managing Stress & Workplace Accountability (1/2 day)	7	8
11 	12 Discipline, Grievance, & the Merit System	13 Crucial Accountability  Dimensions of Leadership  Ethics of Leadership & Influence (1/2 day)	14 Emotional Intelligence  Ethics of Leadership & Influence (1/2 day)  Workplace Harassment (1/2 day)	15
18  	19 Fundamentals of Supervision  Managing Conflict & Resistance in the Workplace	20 From Interview to New Hire  Project Management (Day 1)	21 Performance Evaluation  Project Management (Day 2)	22  Take advantage of State pricing on computer classes through New Horizons.
25	26 Strategies for Work/Life Balance (Day 1)	27 Listening Skills  The Servant Leader	28 Managing Effective Meetings	29