





December 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Diversity Training for Employees (MTS GI 450) (½ day)	2 Advanced Principles of Communication Part 2: Coaching (MTS AU 020)	3 Shaping Effective & Engaged Teams (MTS ST 200)	4 New Cohort January 2020 
7	8 Investigating Employee Misconduct (MTS NC 118)	9	10	11 Customer Experience (MTS CE 101)
14 Crucial Conversations Day 1 (MTS CC 101) 9-1130AM Cultural Competency Day 1 (MTS CC 002) (½ day)	15 Crucial Conversations Day 2 (MTS CC 101) 9-1130AM Cultural Competency Day 2 (MTS CC 002) (½ day)	16 Crucial Conversations Day 3 (MTS CC 101) 9-1130AM	17 Crucial Conversations Day 4 (MTS CC 101) 9-1130AM	18 Crucial Conversations Day 5 (MTS CC 101) 9-1130AM
21 	22	23  http://learnatpds.iowa.gov/	24 State Holiday 	25 State Holiday
28 Take advantage of State pricing on computer classes through New Horizons. Learn More	29	30	31	