

# DECEMBER 2021

- December 1 Creative Thinking – Virtual
- December 1 Diversity Training for Employees – Virtual
- December 1 Generational Diversity - Classroom
- December 2 Getting Things Done – Virtual
- December 3 Managing Effective Meetings – Virtual (FULL)
- December 7 Developing Employees - Virtual
- December 7 Investigating Employee Misconduct - Classroom
- December 8 Strategies for Work/Life Balance Day 1 - Virtual
- December 8 Advanced Principles of Communication (Coaching) - Virtual
- December 8-9 Ethics of Leadership and Influence (2 half days) - Virtual (FULL)
- December 9 Advanced Procurement Certification – Classroom
- December 9 Crucial Accountability – Virtual
- December 13 Customer Experience – Classroom
- December 13-17 Crucial Conversations (daily from 9:00 – 11:30) – Virtual (FULL)
- December 14 From Interview to Hire - Classroom
- December 15-16 Project Management Seminar (2 full days) – Classroom
- December 21 Ethical Issues in Today's Workplace



Sign up online in the [LMS](#) to reserve your seat!  
Visit the [PDS website](#) for more information on Training and Development.  
Send an email to [PDS@iowa.gov](mailto:PDS@iowa.gov) if you have questions.

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For additional PDS class information, course descriptions & objectives, certificate series, and participating agencies check out the [course catalog](#).