





December 2019

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|--|---|---|
| 2 | 3 Diversity Training for Employees (MTS GI 450) | 4 | 5 | 6 New Cohort January 2020  |
| 9 | 10 Fundamentals of Supervision (MTS NC151) Managing Conflict & Resistance in the Workplace (MTS GI 165) | 11 Diversity Training for Managers (MTS GI 400) | 12 Performance Evaluation (MTS NC 401) Shaping Effective & Engaged Teams (MTS ET 001) | 13 |
| 16  http://learnatpds.iowa.gov/ | 17 Crucial Accountability (MTS CA 201) | 18 Generational Diversity (MTS GD 001) | 19 | 20 Intro to State Procurement (MTS SP 001) |
| 23 Ethics in Today's Workplace (MTS PT 992) CANCELLED | 24 | 25 State Holiday  | 26 | 27  |
| 30 | 31 | | | Take advantage of State pricing on computer classes through New Horizons. Learn More |