

Upcoming Courses for...

February 2020



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4 Diversity Training for Employees (MTS GI 450) (½ day) Discipline, Grievance, & the Merit System (MTS NC 903)	5 Crucial Conversations (MTS CC 101) Day 1	6 Crucial Conversations (MTS CC 101) Day 2 NEW! -Managing Effective Meetings (1/2 day) (MTS MT 001)	7 Take advantage of State pricing on computer classes through New Horizons. Learn More
10 http://learnatpds.iowa.gov/	11	12 Performance Evaluation (MTS NC 401)	13 NEW! -Creative Thinking (MTS CT 001)	14
17	18 Introductions to State Procurement (MTS SP 001) NEW! -Strategies for Work/Life Balance (MTS WL 001) (Day 1 of 2)	19 Dimensions of Leadership (MTS GI 230)	20 Ethical Issues in Today's Workplace (MTS PT 992) (½ day)	21 Crucial Accountability (MTS CA 001) Enhancing Team Membership (MTS TM 001)
24	25 Diversity Training for Managers (MTS GI 400) Cultural Competency (MTS CC 001)	26 Advanced Principles of Comm Part 1: Authenticity (MTS AU 001) Project Management Fundamentals (MTS PT 123)	27 Managing Resistance & Conflict in the Workplace (MTS GI 165) NEW! -Workplace Harassment (MTS GI 425) (½ day)	28 Professional Impact (MTS GI 084)