




MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2 Cultural Competency (MTS CC 001)	3 Workplace Harassment (MTS GI 425)
6	7 Diversity Training for Employees (1/2 day) (MTS GI 450) Discipline, Grievance, & the Merit System (MTS NC 903)	8 Listening Skills (MTS LS 001)	9	10 <b>Performance Evaluation (MTS NC 404)-*Rescheduled</b>
13	14 Ethics of Leadership & Influence (MTS LI 001)  Dimensions of Behavior (MTS GI 312)	15 Introduction to State Procurement (MTS SP 001)	16 Managing Effective Meetings (1/2) (MTS MT 001) Customer Experience (MTS CE 001)	17
20  <a href="http://learnatpds.iowa.gov/">http://learnatpds.iowa.gov/</a>	21 Crucial Conversations (Day 1) (MTS CC 101)  Project Management (Day 1) (MTS PT 103)	22 Crucial Conversations (Day 2) (MTS CC 101)  Project Management (Day 2) (MTS PT 103)	23 Managing Stress & Workplace Accountability (MTS MS 001) Strategies for Work/Life Balance (Day 2) (MTS WL 002)	24  <b>Take advantage of State pricing on computer classes through New Horizons.</b> <a href="#">Learn More</a>
27	28 Investigating Employee Misconduct (MTS NC 118) Leading Through Change (MTS LC 001)	29 Diversity Training for Managers (MTS GI 400)  Financials/Budgeting (MTS FT001)	30 Ethics in Today's Workplace (MTS PT 992) Strategies for Work/Life Balance (Day 1) (MTS WL 001)	