




March 2020



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 Investigating Employee Misconduct (MTS NC 118) Emotional Intelligence (MTS EI 201)	4 Ethics of Leadership & Influence (MTS LI 001) NEW! -Listening Skills (MTS LS 001)	5 NEW! -Strategies for Work/Life Balance (MTS WL 001) (Day 1 of 2)	6 Managing Stress & Workplace Accountability (MTS MS 001)
9  http://learnatpds.iowa.gov/	10 Diversity Training for Employees (MTS GI 450) (½ day) NEW! -Managing Effective Meetings (MTS MT 001)	11 Leading Through Change (MTS LC 001)	12  Take advantage of State pricing on computer classes through New Horizons. Learn More	13 Strategic Planning & Systems Thinking (MTS ST 001)
16 NEW! -Customer Experience (MTS CE 001)	17	18 Advanced Principles of Comm Part 2: Coaching (MTS AU 002)	19 From Interview to Hire (MTS NC 301) NEW! -Getting Things Done (On Demand) (MTS GD 101)	20 Shaping Effective & Engaged Teams (MTS ET 001)
23 NEW! Financials/ Budgeting (MTS FB 001)	24	25 Fundamentals of Supervision (MTS NC 151) NEW! -Creative Thinking (MTS CT 001)	26 Diversity Training for Employees (MTS GI 450)	27 NEW! -Developing Employees (MTS DE 101) Generational Diversity (MTS GD 001)
30	31 Crucial Accountability (MTS CA 201) Servant Leader (MTS SL 001)		 New Cohort August 2020	