





December 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<p>1 Diversity Training for Employees (MTS GI 450) (½ day) Thriving on Change (MTS GI 163)</p>	<p>2 Advanced Principles of Communication Part 2: Coaching (MTS AU 020)</p>	<p>3 Developing Employees (MTS DE 101) Shaping Effective & Engaged Teams (MTS ST 200)</p>	<p>4 New Cohort January 2020 </p>
<p>7</p>	<p>8 Investigating Employee Misconduct (MTS NC 118)</p>	<p>9 Dimensions of Leadership (MTS DL 200) Ethics of Leadership & Influence Day 1 (MTS EI 200) (½ day)</p>	<p>10 From Interview to Hire (MTS NC 301) Ethics of Leadership & Influence Day 2 (MTS EI 200) (½ day)</p>	<p>11 Customer Experience (MTS CE 101)</p>
<p>14 Crucial Conversations Day 1 (MTS CC 101) 9-1130AM Cultural Competency Day 1 (MTS CC 002) (½ day)</p>	<p>15 Crucial Conversations Day 2 (MTS CC 101) 9-1130AM Strategies for Work/Life Balance Day 2 (MTS WL 002) Cultural Competency Day 2 (MTS CC 002) (½ day)</p>	<p>16 Crucial Conversations Day 3 (MTS CC 101) 9-1130AM</p>	<p>17 Crucial Conversations Day 4 (MTS CC 101) 9-1130AM</p>	<p>18 Crucial Conversations Day 5 (MTS CC 101) 9-1130AM</p>
<p>21</p> 	<p>22</p>	<p>23</p>  <p>http://learnatpds.iowa.gov/</p>	<p>24</p>	<p>25</p>  <p>State holiday</p>
<p>28 Take advantage of State pricing on computer classes through New Horizons. Learn More</p>	<p>29</p>	<p>30</p>	<p>31</p>	