






| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|--|---|--|--|
| 2 | <p>3 Managing Stress & Workplace Accountability (MTS MS 101) Day 1 (½ day)</p> <p>Diversity Training for Employees (MTS GI 450) (½ day)</p> | <p>4 Managing Stress & Workplace Accountability (MTS MS 101) Day 2 (½ day)</p> <p>Introduction to State Procurement (MTS SP 001) (½ day)</p> <p>Advanced Principles of Comm Part 1: Authenticity (MTS AU 010)</p> | <p>5 Managing Effective Meetings (MTS MT 001) (½ day)</p> | <p>6 Leading Through Change (MTS LC 201)</p> |
| <p>9 Financial/Budgeting (MTS FB 101)</p> | <p>10 Enhancing Team Membership (MTS TM 101)</p> <p>Discipline Grievance & the Merit System (MTS NC 903)</p> | <p>11</p>  <p>State Holiday</p> | <p>12 Ethical Issues in Today's Workplace (MTS PT 992) (½ day)</p> <p>Getting Things Done (MTS GD 101) On-demand</p> | <p>13</p>  |
| <p>16 Professional Impact (MTS GI 184)</p> | <p>17 Crucial Accountability (MTS CA 201)</p> <p>Diversity Training for Managers (MTS GI 400)</p> | <p>18 Listening Skills (MTS LS 001)</p> <p>Project Management Fundamentals (MTS PT 123)</p> | <p>19 Creative Thinking (MTS CT 001)</p> <p>Strategies for Work/Life Balance Day 2 (MTS WL 002)</p> | <p>20</p> |
| <p>23</p>  <p>Take advantage of State pricing on computer classes through New Horizons. Learn More</p> | <p>24</p> | <p>25</p> | <p>26</p>  <p>Thanksgiving Day</p> | <p>27</p> |
| <p>30</p> |  <p>http://learnatpds.iowa.gov/</p> | | | <p>New Cohort January 2021</p>  |