

September 2019



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2  State Holiday	3	4 Professional Impact (MTS GI 084)	5	6 Generational Diversity (MTS GD 001)
9 Project Management Fundamentals (MTS PT 123)	10 From Interview to Hire (MTS NC 301) Investigating Employee Misconduct (MTS NC 118)	11 Advanced Principles of Comm- Part 1: Authenticity (MTS AU 001)	12	13 Enhancing Team Membership (MTS TM 001)
16	17 Dimensions of Behavior (MTS GI 312) Fundamentals of Supervision (MTS NC 151)	18 Contract Administration (MTS CP 514)	19 Crucial Conversation (MTS CC 101) (Day 1) Dimensions of Leadership (MTS GI 230)	20 Crucial Conversation (MTS CC 101) (Day 2)
23	24 Performance Evaluation (MT NC 401) Discipline, Grievance & the Merit System (MTS NC 903)	25 Advanced Principles of Comm- Part 2: Coaching (MTS AU 002) Diversity Training for Managers (MTS GI 400)	26 Managing Conflict & Resistance in the Workplace (MTS GI 165) Emotional Intelligence (MTS EI 201)	27 Shaping Effective & Engaged Teams (MTS ET 001)
30  Take advantage of State pricing on computer classes through New Horizons. Learn More				New Cohort January 2020 