

Upcoming Courses for...

# January 2021



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
**All Classes will be held virtually.				1  State Holiday
4	5 Advanced Principles of Communication Part 1: Authenticity Diversity Training for Employees	6	7	8
11 	12 Discipline, Grievance, & the Merit System  Intro to Procurement (1/2 day)	13	14 Emotional Intelligence	15
18 	19 Fundamentals of Supervision	20 From Interview to New Hire  Project Management (Day 1)	21 Performance Evaluation  Project Management (Day 2)	22  Take advantage of State pricing on computer classes through New Horizons.
25	26 Strategies for Work/Life Balance (Day 1)	27 Listening Skills  The Servant Leader	28 Managing Effective Meetings  Project Management Fundamentals	29