






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>	5	6 
9	<p>10 Enhancing Team Membership (MTS TM 101)</p> <p>Discipline Grievance & the Merit System (MTS NC 903)</p>	<p>11  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>	13 Fundamentals of Supervision (MTS FS 200)
16 Professional Impact (MTS GI 184)	<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>	19 Creative Thinking (MTS CT 001)	20
23  Take advantage of State pricing on computer classes through New Horizons. Learn More	24	25	26  Thanksgiving Day	27
30	 http://learnatpds.iowa.gov/			<p>New Cohort January 2021</p> 