


December 2018



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 Performance & Development SOLUTIONS http://learnatpds.iowa.gov/				
3 Shaping Effective & Engaged Teams (MTS ET 001) RESCHEDULED FROM 11/15/18	4 From Interview to Hire (MTS NC 301) Crucial Conversations (Day 1) (MTS CC 101)	5 Crucial Conversations (Day 2) (MTS CC 101) Human Relations (Day 1) (MTS SC 203)	6 Human Relations (Day 2) (MTS SC 203) Dimensions of Behavior (MTS GI 312) (1/2 day)	7 
10	11 Performance Evaluation (MTS NC 401) Advanced Principles of Comm - Part 2 Coaching (MTS AU 002)	12 Diversity Training for Employees (MTS GI 450) (1/2 day)	13 Thriving on Change (MTS GI 163)	14 Take advantage of State pricing on computer classes through New Horizons. Learn More
17	18 Developing Employees (MTS DE 101)	19 New Cohort January 2019 	20	21
24/31	25 State Holiday	26	27	28