

Upcoming Courses for...

February 2019



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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4	5 Diversity Training for Employees (1/2 day) (MTS GI 450)	6 From Interview to Hire (MTS NC 301) Crucial Conversations (Day 1) (MTS CC 101)	7 Crucial Conversations (Day 2) (MTS CC 101)	8 Discipline, Grievance & the Merit System (MTS NC 903)
11 http://learnatpds.iowa.gov/	12 Listening: The Forgotten Skill (MTS GI 003) Developing Employees (MTS DE 101)	13	14 Dimensions of Leadership (MTS GI 230)	15
18	19 Diversity Training for Managers (MTS GI 400)	20 Professional Impact (MTS GI 084)	21 Managing Conflict & Resistance in the Workplace (MTS GI 165)	22 Performance Evaluation (MTS NC 401) Enhancing Team Membership (MTS TM 001)
25	26 Managing Your Time & Priorities (MTS GI 090)	27	28 Strategic Planning & Systems Thinking (MTS ST 001)	 Take advantage of State pricing on computer classes through New Horizons. Learn More