





Upcoming Courses for...

May 2019



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Emotional Intelligence (MTS EI 201)	2 Listening: The Forgotten Skill (MTS GI 003) Managing Conflict & Resistance in the Workplace (MTS GI 165)	3  New Cohort July 2019
6  http://learnatpds.iowa.gov/	7 Diversity Training for Employees (1/2 day) (MTS GI 450) Discipline, Grievance & the Merit System (MTS NC 903)	8 Project Management Fundamentals (MTS PT 123) RESCHEDULED from February Ethical Issues in Today's Workplace (MTS PT 992) (1/2 day)	9 Developing Employees (MTS DE 101)	10 Enhancing Team Membership (MTS TM 001)
13	14 Managing Your Time & Priorities (MTS GI 090) Added class: Crucial Conversations (MTS CC 101) Day 1	15 Added class: Crucial Conversations (MTS CC 101) Day 2	16 Advanced Principles of Comm - Part 1 Authenticity (MTS AU 001) Contract Administration (MTS CP 514)	17
20 Strategic Planning & Systems Thinking (MTS ST 001)	21 Intro to State Procurement (MTS SP 001) (1/2 day) Investigating Employee Misconduct (MTS NC 118)	22 Professional Impact (MTS GI 084) Crucial Accountability (MTS CA 101)	23 Diversity Training for Managers (MTS GI 400)	24
27  State Holiday	28 Advanced Procurement Certification (MTS AP 001) Fundamentals of Supervision (MTS NC 151)	29	30  Take advantage of State pricing on computer classes through New Horizons.	31 Shaping Effective & Engaged Teams (MTS ET 001)