






# November 2018

Upcoming Courses for...

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 Performance & Development SOLUTIONS <a href="http://learnatpds.iowa.gov/">http://learnatpds.iowa.gov/</a>			1 <b>Fundamentals of Supervision (MTS NC 151)</b>	2
5 <b>Strategic Planning &amp; Systems Thinking (MTS ST 001)</b>	6 <b>Diversity Training for Employees (1/2 day) (MTS GI 450)</b>  <b>Managing Conflict &amp; Resistance in the Workplace (MTS GI 165)</b>	7   <b>New Horizons</b> Computer Learning Centers  Take advantage of State pricing on computer classes through New Horizons. <a href="#">Learn More</a>	8 <b>Managing Your Time &amp; Priorities (MTS GI 090)</b>  <b>Crucial Accountability (MTS CA 201)</b>	9 <b>The Servant Leader (MTS SL 001)</b>
12 	13 <b>Diversity Training for Managers (MTS GI 400)</b>  <b>Discipline, Grievance &amp; the Merit System (MTS NC 903)</b>	14 <b>Advanced Principles of Comm - Part 1 Authenticity (MTS AU 001)</b>  <b>Developing Employees (MTS DE 101)</b>	15 <b>Shaping Effective &amp; Engaged Teams (MTS ET 001)</b>	16 <b>Ethical Issues in Today's Workplace (1/2 day) (MTS PT 992)</b>
19 <b>New Cohort January 2019</b> 	20 <b>Intro to State (1/2 day) Procurement (MTS SP 001)</b>	21	22   <b>Thanksgiving Day</b>	23  <b>State Holiday</b>
26	27 <b>Investigating Employee Misconduct (MTS NC 118)</b>	28 <b>Project Management Fundamentals (MTS PT 123)</b>	29 <b>Advanced Procurement Certification (MTS AP 001)</b>	30 <b>Contract Administration (MTS CP 514)</b>