






# 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 Fundamentals of Supervision (MTS NC 151)	2
5 Strategic Planning & Systems Thinking (MTS ST 001)	6 Diversity Training for Employees (1/2 day) (MTS GI 450)  Managing Conflict & Resistance in the Workplace (MTS GI 165)	7  Take advantage of State pricing on computer classes through New Horizons. <a href="#">Learn More</a>	8 Managing Your Time & Priorities (MTS GI 090)  Crucial Accountability (MTS CA 201)	9 The Servant Leader (MTS SL 001)
12 	13 Diversity Training for Managers (MTS GI 400)  Discipline, Grievance & the Merit System (MTS NC 903)	14 Advanced Principles of Comm - Part 1 Authenticity (MTS AU 001)  Developing Employees (MTS DE 101)	15 <del>Shaping Effective &amp; Engaged Teams (MTS ET 004)</del> <b>RESCHEDULED TO 12/3/18</b>	16 Ethical Issues in Today's Workplace (1/2 day) (MTS PT 992)
19 New Cohort January 2019 	20 Intro to State (1/2 day) Procurement (MTS SP 001)	21	22  Thanksgiving Day	23  State Holiday
26	27 Investigating Employee Misconduct (MTS NC 118)	28 Project Management Fundamentals (MTS PT 123)	29 Advanced Procurement Certification (MTS AP 001)	30 Contract Administration (MTS CP 514)