





December 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 Diversity Training for Employees (MTS GI 450)	4	5 New Cohort January 2020 	6 Customer Experience (MTS CE 001)
9	10 Fundamentals of Supervision (MTS NC151) Managing Conflict & Resistance in the Workplace (MTS GI 165)	11 Diversity Training for Managers (MTS GI 400)	12 Performance Evaluation (MTS NC 401) Shaping Effective & Engaged Teams (MTS ET 001)	13
16  http://learnatpds.iowa.gov/	17 Crucial Accountability (MTS CA 201)	18 Generational Diversity (MTS GD 001)	19	20 Intro to State Procurement (MTS SP 001)
23	24	25 State Holiday 	26	27 
30	31			Take advantage of State pricing on computer classes through New Horizons. Learn More