






September 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 <p>Take advantage of State pricing on computer classes through New Horizons. Learn More</p>			  <p>Over 500 courses available 24/7 from your desk!</p>	1
<p>4</p>  <p>State Holiday</p>	5	6 Managing Your Time & Priorities (MTS GI 090)	7	8 Professional Impact (MTS GI 084)
11 Advanced Principles of Comm. – Part 1 Authenticity (MTS AU 001)	12 Managing Conflict & Resistance in the Workplace (MTS GI 165)	13 Discipline, Grievance & the Merit System (MTS NC 903)	14 Intro to State Procurement (1/2 day) (MTS SP 001) Shaping Effective & Engaged Teams (MTS ET 001)	15
18	19 Fundamentals of Supervision (MTS NC 151)	20 New Cohort January 2018 	21 Advanced Procurement Certification (MTS AP 001)	22 The Servant Leader (MTS SL 001)
25 Advanced Principles of Comm. – Part 2 Coaching (MTS AU 002)	26 Investigating Employee Misconduct (MTS NC 118)	27 Human Relations Skills (Day 1) (MTS SC 203) Performance Evaluation (MTS NC 401)	28 Human Relations Skills (Day 2) (MTS SC 203) Dimensions of Behavior (1/2 day) (MTS GI 312)	29

Crucial Conversations® course now available contact Kim Hanson 515-401-9542