



Professional Development Center

Current Schedule 2017

Register	Writing Clearly and Concisely Part 2	June 1 9:00 pm - 3:00 pm	\$110
Register	Effective Management Series	8:30 am - 4:30 pm	\$695 + \$69 Assessment fee
	Supervision for the 21st Century	June 6	
	MBTI & Communication	June 13	
	Planning	June 20	
	Managing Conflict	June 27	
	Emotional Intelligence & Interviewing	July 11	
	Performance Management	July 18	
	Documenting Disciplinary Action	July 25	
	Synthesis	August 1	
Register	Supervision for the 21st Century	June 6 8:30 am - 4:30 pm	\$123
Register	Remote Management	June 7 8:30 am to Noon	\$95
Register	Punctuation for Clarity	June 8 8:30 am to Noon	\$95
Register	MBTI & Communication	June 13 8:30 am - 4:30 pm	\$123 + \$50 MBTI Fee
Register	The Respectful Workplace	June 15 8:30 am - 4:30 pm	\$123
Register	Planning	June 20 8:30 am - 4:30 pm	\$123
Register	Engaging Citizens in the 21st Century	June 21 8:30 am - 4:30 pm	\$123
Register	Managing Multiple Priorities	June 22 8:30 am - 4:30 pm	\$123
*	Excel 2016 - Intermediate - FULL	June 20 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Managing Conflict	June 27 8:30 am - 4:30 pm	\$123 + \$19 TKI Instrument Fee
Register	Mindfulness in the Workplace	June 27 8:30 am - 4:30 pm	\$123
Register	Generations in the Workplace - Havre	June 27 1:00 am - 4:30 pm	\$95
Register	Meeting Minutes	June 28 8:30 am - Noon	\$95
Register	MBTI - Step 1 & 2	June 28 8:30 am - 4:30 pm June 29 8:30 am - Noon	\$195 + \$72 MBTI Fee
*	Excel - Advanced - FULL	June 29 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Outward Mindset - 2 Day Course	June 29 & July 13 8:30 am - 4:30 pm	195 + \$75 material fee
Register	Emotional Intelligence & Interviewing	July 11 8:30 am - 4:30 pm	\$123
Register	Excel - Beginning	July 13 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Generations in the Workplace	July 13 8:30 am - Noon	\$95
Register	MBTI - Step 1 & 2	July 18 8:30 am - 4:30 pm July 19 8:30 am - Noon	\$195 + \$72 MBTI Fee

<u>Register</u>	Performance Management	July 18 8:30 am to 4:30 pm	\$123
<u>Register</u>	Advanced PowerPoint 2016	July 18 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<u>Register</u>	Microsoft Access - Two Part Course	July 19 and 26 9:00 am - 3:00 pm	\$220 + \$10 Lab fee
<u>Register</u>	Employee Accountability	July 20 8:30 am - 4:30 pm	\$123
<u>Register</u>	Writing Clearly and Concisely Part 1	July 20 9:00 am - 3:00 pm	\$110
<u>Register</u>	Documenting Disciplinary Action	July 25 8:30 am - 4:30 pm	\$123
<u>Register</u>	The Leadership Challenge®	July 25, 26 & August 1 8:30 am - 4:30 pm	\$400 + 10% assessment fee
*	Excel 2016 - Intermediate - FULL	July 27 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<u>Register</u>	Effective Communication Skills	July 27 8:30 am - 4:30 pm	\$123
<u>Register</u>	WARM Writing Administrative Rules of MT	July 27 8:30 am - 4:30 pm	\$123
<u>Register</u>	Excel - Advanced - FULL	August 3 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<u>Register</u>	The Respectful Workplace	August 3 8:30 am - 4:30 pm	\$123
<u>Register</u>	Communication For Administrative Staff	August 3 8:30 am - Noon	\$95
<u>Register</u>	Effective Presentations - 2 Days	August 9 & 10 8:30 am - 4:30 pm	\$195
<u>Register</u>	Exploring Emotional Intelligence	August 9 8:30 am - 4:30 pm	\$123 + \$34 EQ Self-Assessment
<u>Register</u>	Mindfulness in the Workplace	August 16 8:30 am - 4:30 pm	\$123
<u>Register</u>	Developing Coaching Skills	August 22 8:30 am - 4:30 pm	\$123
<u>Register</u>	Managing Multiple Priorities	August 24 8:30 am - 4:30 pm	\$123
<u>Register</u>	Emotional Intelligence & Interviewing	August 24 8:30 am - 4:30 pm	\$123
<u>Register</u>	Writing Clearly and Concisely Part 2	August 29 8:30 am - Noon	\$95
<u>Register</u>	Remote Management	August 29 8:30 am to Noon	\$95
<u>Register</u>	Writing Clearly and Concisely Part 1	August 30 9:00 pm - 3:00 pm	\$110
<u>Register</u>	Meeting Minutes	August 31 8:30 am - Noon	\$95



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Current Schedule 2017

<u>Register</u>	Effective Management Series - Havre	8:30 am - 4:30 pm	\$695 + \$69 Assessment fee
	Supervision for the 21st Century	September 20	
	Planning	September 21	
	MBTI & Communication	September 27	
	Emotional Intelligence & Interviewing	September 28	
	Managing Conflict	October 4	
	Performance Management	October 5	
	Documenting Disciplinary Action	October 11	
Synthesis	October 12		
<u>Register</u>	Supervision for the 21st Century - Havre	September 20 8:30 am - 4:30 pm	\$123
<u>Register</u>	Planning - Havre	September 21 8:30 am - 4:30 pm	\$123
<u>Register</u>	MBTI & Communication - Havre	September 27 8:30 am - 4:30 pm	\$123 + \$50 MBTI Fee
<u>Register</u>	Emotional Intelligence & Interviewing - Havre	September 28 8:30 am - 4:30 pm	\$123
<u>Register</u>	Managing Conflict - Havre	October 4 8:30 am - 4:30 pm	\$123 + \$19 TKI Instrument Fee
<u>Register</u>	Performance Management - Havre	October 5 8:30 am - 4:30 pm	\$123
<u>Register</u>	Documenting Disciplinary Action - Havre	October 11 8:30 am - 4:30 pm	\$123