

REGISTER	Powerpoint - Beginning	January 17 9:00 am - 3:00 pm	\$110 + \$10 lab fee
	Excel - Beginning - Class Full	January 18 9:00 am - 3:00 pm	\$110 + \$10 lab fee
REGISTER	Mindfulness in the Workplace	January 18 8:30 am - 4:30 pm	\$123
REGISTER	MBTI & Communication	January 24 8:30 am - 4:30 pm	\$123 + \$50 MBTI fee
REGISTER	Managing Conflict	January 31 8:30 am - 4:30 pm	\$123 + \$19 TKI instrument fee
REGISTER	Microsoft Access - Two Part Course	February 1 & 8 9:00 am - 3:00 pm	\$220 + \$10 lab fee
REGISTER	Public Service in Difficult Times	February 1 8:30 am - 4:30 pm	\$123
REGISTER	Writing Clearly and Concisely Part 2	February 1 8:30 am - Noon	\$95
REGISTER	Punctuation for Clarity	February 6 8:30 am to Noon	\$95
REGISTER	Planning	February 7 8:30 am - 4:30 pm	\$123
REGISTER	Montana's Wrongful Discharge Act	February 8 8:30 am - Noon	\$95
REGISTER	Exploring Emotional Intelligence	February 8 8:30 am - 4:30 pm	\$123
REGISTER	Effective Presentations - 2 Days	February 13 & 14 8:30 am - 4:30 pm	\$195
REGISTER	Developing Coaching Skills	February 13 8:30 am - 4:30 pm	\$123
REGISTER	Interviewing	February 14 8:30 am - 4:30 pm	\$123
REGISTER	Performance Management	February 21 8:30 am to 4:30 pm	\$123
REGISTER	Self Aware Manager	8:30 am - 4:30 pm	\$595 + \$75 materials fee
	Mindfulness in the Workplace	February 22	
	Exploring Emotional Intelligence	February 28	
	Outward Mindset 1	March 8	
	Outward Mindset 2	March 15	
	Improving Accountability	March 22	
	Building Trust in the Workplace	March 29	
REGISTER	Mindfulness in the Workplace	February 22 8:30 am - 4:30 pm	\$123
	Excel - Intermediate - Class Full	February 22 9:00 am - 3:00 pm	\$110 + \$10 lab fee

REGISTER	Everyday Leadership Series	8:30 am - 4:30 pm	\$595 + \$34 assessment fee
	Leadership and Accountability	February 27	
	MBTI Step 2	March 6	
	Developing Coaching Skills	March 13	
	Team Building	March 20	
	Creating a Motivating Environment	April 3	
	Supervising Employees in Conflict	April 10	
REGISTER	Leadership and Accountability	February 27 8:30 am - 4:30 pm	\$123
REGISTER	State Budget Process	February 27 9:00 am - 3:00 pm	\$110
REGISTER	Documenting Disciplinary Action	February 28 8:30 am - 4:30 pm	\$123
REGISTER	Exploring Emotional Intelligence	February 28 8:30 am - 4:30 pm	\$123
REGISTER	Grammatically Correct	March 1 9:00 am - 3:00 pm	\$110
REGISTER	MBTI 2	March 6 8:30 am - 4:30 pm	\$123
REGISTER	Powerpoint - Advanced	March 6 9:00 am - 3:00 pm	\$110 + \$10 lab fee
REGISTER	Interviewing	March 7 8:30 am - 4:30 pm	\$123
REGISTER	Meeting Minutes	March 8 8:30 am - Noon	\$95
REGISTER	Outward Mindset - 2 Day Course	March 8 & 15 8:30 am - 4:30 pm	195 + \$75 material fee
REGISTER	Developing Coaching Skills	March 13 8:30 am - 4:30 pm	\$123
REGISTER	Managing Multiple Priorities	March 13 8:30 am - 4:30 pm	\$123
REGISTER	MBTI: Critical Conversations	March 14 8:30 am - 4:30 pm	\$123 + \$50 assessment fee
REGISTER	WARM Writing Administrative Rules of MT	March 14 8:30 am - 4:30 pm	\$123
REGISTER	Team Building	March 20 8:30 am - 4:30 pm	\$123 + \$45 assessment fee
REGISTER	Improving Accountability	March 22 8:30 am - 4:30 pm	\$123
REGISTER	Excel - Advanced	March 22 9:00 am - 3:00 pm	\$110 + \$10 lab fee
REGISTER	Effective E-mail Writing	March 27 8:30 am - Noon	\$95
REGISTER	Project Management	March 29 8:30 am to 4:30 pm	\$123
REGISTER	Creating a Motivating Environment	April 3 8:30 am to 4:30 pm	\$123 + \$15 clifton strengths finder
REGISTER	Meeting Minutes	April 3 8:30 am - Noon	\$95

REGISTER	Ethical Issues in Public Service	April 4 8:30 am - 4:30 pm	\$123
REGISTER	Basic Purchasing Methods	April 4 8:30 am to 4:30 pm	\$123
REGISTER	Effective Management Series	8:30 am - 4:30 pm	\$695 + \$69 assessment fee
	Supervision for the 21st Century	April 5	
	MBTI & Communication	April 12	
	Planning	April 19	
	Managing Conflict	April 26	
	Interviewing	May 3	
	Performance Management	May 10	
	Documenting Disciplinary Action	May 17	
	Synthesis	May 24	
REGISTER	Supervision for the 21st Century	April 5 8:30 am - 4:30 pm	\$123
REGISTER	Building Trust in the Workplace	April 5 8:30 am - 4:30 pm	\$123
REGISTER	Mindfulness in the Workplace	April 5 8:30 am - 4:30 pm	\$123
REGISTER	Supervising Employees in Conflict	April 10 8:30 am - 4:30 pm	\$123
REGISTER	Writing Clearly and Concisely Part 1	April 10 9:00 am - 3:00 pm	\$110
REGISTER	Advanced Purchasing Methods	April 11 8:30 am to 4:30 pm	\$123
REGISTER	Exploring Emotional Intelligence	April 11 8:30 am - 4:30 pm	\$123
REGISTER	MBTI & Communication	April 12 8:30 am - 4:30 pm	\$123 + \$50 MBTI fee
REGISTER	The Leadership Challenge® - Missoula	April 17, 18 & 24 8:30 am - 4:30 pm	\$400 + 10% materials fee
REGISTER	Challenges in Customer Service	April 17 1:00 pm to 4:30 pm	\$95
REGISTER	Responsible Customer Service	April 17 8:30 am - noon	\$95
REGISTER	Initiating and Navigating the RFP Process	April 18 8:30 am - 4:30 pm	\$123
REGISTER	Leading Innovation	April 19 8:30 am - 4:30 pm	\$123
REGISTER	Planning	April 19 8:30 am - 4:30 pm	\$123
REGISTER	Writing Clearly and Concisely Part 2	April 24 8:30 am - Noon	\$95
REGISTER	Facilitating Change	April 25 8:30 am - 4:30 pm	\$123
REGISTER	Contract Management	April 25 8:30 am - 4:30 pm	\$123
REGISTER	Mindfulness in the Workplace	April 26 8:30 am - 4:30 pm	\$123
REGISTER	Managing Conflict	April 26 8:30 am - 4:30 pm	\$123 + \$19 TKI instrument fee



Course Schedule

REGISTER	Interviewing	May 3 8:30 am - 4:30 pm	\$123
REGISTER	Performance Management	May 10 8:30 am to 4:30 pm	\$123
REGISTER	Documenting Disciplinary Action	May 17 8:30 am - 4:30 pm	\$123