



Professional Development Center

A-Z Current Schedule 2016

	Course Name	Dates & Times	Investment
<u>Register</u>	Advanced Purchasing Methods	September 29 8:30 am to 4:30 pm	\$123
<u>Register</u>	Basic Purchasing Methods	September 21 8:30 am to 4:30 pm	\$123
<u>Register</u>	Challenges in Customer Service	October 19 1:00 pm to 4:30 pm	\$95
<u>Register</u>	Contract Management	October 13 8:30 am - 4:30 pm	\$123
<u>Register</u>	Creating a Motivating Environment	September 1 8:30 am to 4:30 pm	\$123 + \$10 Clifton Strengths Finder
*	Documenting Disciplinary Action - Full	November 29 8:30 am - 4:30 pm	\$123
<u>Register</u>	Documenting Disciplinary Action - Billings	September 27 8:30 am to 4:30 pm	\$123
<u>Register</u>	Documenting Disciplinary Action - Kalispell	December 13 8:30 am - 4:30 pm	\$123
<u>Register</u>	Effective Communication Skills	November 30 8:30 am - 4:30 pm	\$123
<u>Register</u>	Effective E-mail Writing	October 25 8:30 am - 12:00 pm	\$95
<u>Register</u>	Effective Presentations - 3 Day Course	December 14, 15, 16 8:30 a.m. - 4:30 p.m.	\$369
<u>Register</u>	Employee Accountability - Cancelled	December 8 8:30 am - 4:30 pm	\$123
*	Excel 2010 - Advanced - Full	October 6 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<u>Register</u>	Excel 2010 - Beginning	September 8 9:00 am to 3:00 pm	\$110 + \$10 Lab Fee
*	Excel 2013 - Intermediate - FULL	September 29 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<u>Register</u>	Exploring Emotional Intelligence	September 20 8:30 am - 4:30 pm	\$123 + \$34 EQ Self-Assessment
<u>Register</u>	Generations in the Workplace	December 20 1:00 pm to 4:30 pm	\$95
<u>Register</u>	Grammatically Correct	November 22 8:30 am -12:00 pm	\$95
<u>Register</u>	Initiating and Navigating the RFP Process	October 6 8:30 am - 4:30 pm	\$123
*	Interviewing - Full	November 1 8:30 am - 4:30 pm	\$123
<u>Register</u>	Interviewing - Billings	September 15 8:30 am to 4:30 pm	\$123
<u>Register</u>	Interviewing - Kalispell	November 15 8:30 am - 4:30 pm	\$123



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Register	Male / Female Communication	December 20 8:30 am - 12:00 pm	\$95
*	Managing Conflict-Full	November 15 8:30 am - 4:30 pm	\$123 + \$17 TKI Instrument Fee
Register	Managing Conflict - Billings	September 20 8:30 am to 4:30 pm	\$123 + \$17 TKI Instrument Fee
Register	Managing Conflict - Kalispell	December 6 8:30 am - 4:30 pm	\$123 + \$17 TKI Instrument Fee
Register	Managing Multiple Priorities	November 3 8:30 am - 4:30 pm	\$123
Register	MBTI - Enhancing Relationships	November 2 8:30 am - 4:30 pm	\$123 + \$30 MBTI Fee
*	MBTI & Communication-Full	October 25 8:30 am - 4:30 pm	\$123 + \$30 MBTI Fee
Register	MBTI & Communication - Billings	September 14 8:30 am to 4:30 pm	\$123 + \$30 MBTI Fee
Register	MBTI and Communication - Kalispell	November 14 8:30 am - 4:30 pm	\$123 + \$30 MBTI Fee
Register	Microsoft Word	October 11 9:00 am - 3:00 pm	123 + \$10 Lab Fee
Register	Mindfulness in the Workplace	September 8 8:30 am to 4:30 pm	\$123
Register	Mindfulness in the Workplace	December 15 8:30 am - 4:30 pm	\$123
Register	Outward Mindset - 2 Day Course	November 16, 17 8:30 am - 4:30 pm	\$195
Register	Performance Management - Billings	September 21 8:30 am to 4:30 pm	\$123
Register	Performance Management - Kalispell	December 7 8:30 am to 4:30 pm	\$123
*	Performance Management: The Basics-Full	November 22 8:30 am to 4:30 pm	\$123
Register	Powerpoint 2013 - Beginning	October 13 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Principles in Customer Service	October 19 8:30 am -12:00 pm	\$95
Register	Punctuation for Clarity	September 8 8:30 am - 12:00 pm	\$95
Register	Respectful Workplace	October 27 8:30 am - 4:30 pm	\$123
*	State Budget Class Full	November 15 9:00 am - 3:00 pm	\$110
*	Strategic Planning-Full	October 18 8:30 am - 4:30 pm	\$123
Register	Strategic Planning - Billings	September 1 8:30 am - 4:30 pm	\$123
Register	Strategic Planning - Kalispell	November 30 8:30 am - 4:30 pm	\$123
*	Supervision for the 21st Century-Full	October 4 8:30 am - 4:30 pm	\$123
Register	Supervision for the 21st Century - Billings	August 31 8:30 am - 4:30 pm	\$123



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	Course Name	Dates & Times	Investment
<u>Register</u>	Supervision for the 21st Century - Kalispell	November 29 8:30 am - 4:30 pm	\$123
<u>Register</u>	Teambuilding	September 22 8:30 am to 4:30 pm	\$123 + \$15 Parker Survey
<u>Register</u>	The Leadership Challenge®	December 6, 7, 13 8:30 am - 4:30 pm	\$400 + 10% materials fee
<u>Register</u>	Vision and Change	September 15 8:30 am to 4:30 pm	\$123
<u>Register</u>	Writing Clearly and Concisely	October 19 8:30 am - 12:00 pm	\$95
<u>Register</u>	Writing Clearly and Concisely	December 8 8:30 am - 12:00 pm	\$95
Series Courses			
<u>Register for Kalispell</u>	Effective Management Series - Kalispell	8:30 am - 4:30 pm	\$695 + 10% materials fee
	MBTI & Communication	November 14	
	Interviewing	November 15	
	Supervision for the 21 st Century	November 29	
	Strategic Planning	November 30	
	Managing Conflict	December 6	
	Performance Management	December 7	
	Documenting Disciplinary Action	December 13	
Synthesis	December 14		
*	Effective Management Series - Full	8:30 am - 4:30 pm	\$695 + 10% materials fee
	Supervision for the 21st Century	October 4	
	Strategic Planning	October 18	
	MBTI & Communication	October 25	
	Interviewing	November 1	
	Managing Conflict	November 15	
	Performance Management: The Basics	November 22	
	Documenting Disciplinary Action	November 29	
Synthesis	December 6		
<u>Register for Billings</u>	Effective Management Series - Billings	8:30 am - 4:30 pm	\$695 + 10% materials fee
	Supervision for the 21st Century	August 31	
	Strategic Planning	September 1	
	MBTI & Communication	September 14	
	Interviewing	September 15	
	Managing Conflict	September 20	
	Performance Management	September 21	
	Documenting Disciplinary Action	September 27	
Synthesis	September 28		