



Professional Development Center

Fall Schedule 2017

Sep Oct Nov Dec

Register	Powerpoint - Beginning	September 7 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Supervision for the 21st Century	September 12 8:30 am - 4:30 pm	\$123
Register	Effective Communication Skills	September 12 8:30 am - 4:30 pm	\$123
Class Full	Effective Management Series - Class Full	8:30 am - 4:30 pm	\$695 + \$69 Assessment fee
	Supervision for the 21st Century	September 12	
	MBTI & Communication	September 19	
	Planning	October 3	
	Interviewing	October 11	
	Managing Conflict	October 17	
	Performance Management	November 7	
	Documenting Disciplinary Action	November 14	
	Synthesis	November 28	
Register	Outward Mindset - 2 Day Course	September 14 & September 20 8:30 am - 4:30 pm	195 + \$75 material fee
Register	Grammatically Correct	September 14 8:30 am - Noon	\$95
Register	MBTI & Communication	September 19 8:30 am - 4:30 pm	\$123 + \$50 MBTI Fee
Cancelled	Effective Management Series - Havre - CANCELLED	8:30 am - 4:30 pm	\$695 + \$69 Assessment fee
	Supervision for the 21st Century	September 20	
	Planning	September 21	
	MBTI & Communication	September 27	
	Interviewing	September 28	
	Managing Conflict	October 4	
	Performance Management	October 5	
	Documenting Disciplinary Action	October 11	
	Synthesis	October 12	
Cancelled	Supervision for the 21st Century - Havre - Cancelled	September 20 8:30 am - 4:30 pm	\$123
Register	Exploring Emotional Intelligence	September 21 8:30 am - 4:30 pm	\$123
Cancelled	Planning - Havre - Cancelled	September 21 8:30 am - 4:30 pm	\$123
Register	Decision Making	September 26 8:30 am - 4:30 pm	\$123

<u>Cancelled</u>	Cancelled -Writing Clearly and Concisely Part 1- MISS	September 26 9:00 pm - 3:00 pm	\$110
<u>Register</u>	Microsoft Access - Two Part Course	Sept 26 and Oct 3 9:00 am - 3:00 pm	\$220 + \$10 Lab fee
<u>Register for Missoula</u>	Effective Management Series - Missoula	8:30 am - 4:30 pm	\$695 + 10% materials fee
	Supervision for the 21st Century	September 27	
	Planning	September 28	
	MBTI & Communication	October 4	
	Interviewing	October 5	
	Managing Conflict	October 18	
	Performance Management	October 19	
	Documenting Disciplinary Action	October 25	
	Synthesis	October 26	
<u>Register</u>	Supervision for the 21st Century - Missoula	September 27 8:30 am - 4:30 pm	\$123
<u>Cancelled</u>	MBTI & Communication - Havre - Cancelled	September 27 8:30 am - 4:30 pm	\$123 + \$50 MBTI Fee
<u>Class Full</u>	Excel - Beginning - Full	September 28 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<u>Register</u>	Managing Change	September 28 8:30 am - 4:30 pm	\$123
<u>Register</u>	Interviewing - Havre - Cancelled	September 28 8:30 am - 4:30 pm	\$123
<u>Register</u>	Planning - Missoula	September 28 8:30 am - 4:30 pm	\$123
<u>Register</u>	Planning	October 3 8:30 am - 4:30 pm	\$123
<u>Register</u>	Managing Conflict - Havre - Cancelled	October 4 8:30 am - 4:30 pm	\$123 + \$19 TKI Instrument Fee
<u>Register</u>	MBTI & Communication - Missoula	October 4 8:30 am - 4:30 pm	\$123 + \$50 MBTI Fee
<u>Register</u>	Interviewing - Missoula	October 5 8:30 am - 4:30 pm	\$123
<u>Register</u>	Performance Management - Havre - Cancelled	October 5 8:30 am to 4:30 pm	\$123
<u>Register</u>	Writing Clearly and Concisely Part 1	October 5 9:00 am - 3:00 pm	\$110
<u>Register</u>	Basic Purchasing Methods	October 5 8:30 am to 4:30 pm	\$123
<u>Register</u>	Roberts Rules of Order - Webinar	October 11 10:00 am - 11:30 am	\$70
<u>Register</u>	Documenting Disciplinary Action - Havre - Cancelled	October 11 8:30 am - 4:30 pm	\$123
<u>Register</u>	Interviewing	October 11 8:30 am - 4:30 pm	\$123
<u>Register</u>	Advanced Purchasing Methods	October 12 8:30 am to 4:30 pm	\$123

Register	Writing Clearly and Concisely Part 2	October 12 8:30 am - Noon	\$95
Class Full	Excel - Intermediate - Full	October 17 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Managing Conflict	October 17 8:30 am - 4:30 pm	\$123 + \$19 TKI Instrument Fee
Register	Managing Conflict - Missoula	October 18 8:30 am - 4:30 pm	\$123 + \$19 TKI Instrument Fee
Register	Mindfulness in the Workplace	October 17 8:30 am - 4:30 pm	\$123
Register	Self Aware Manager	8:30 am - 4:30 pm	\$595 + \$75 Materials fee
	Mindfulness in the Workplace	October 17	
	Exploring Emotional Intelligence	October 25	
	Outward Mindset 1	November 1	
	Outward Mindset 2	November 8	
	Respectful Workplace	November 15	
	Improving Accountability	November 29	
Register	Initiating and Navigating the RFP Process	October 19 8:30 am - 4:30 pm	\$123
Register	Performance Management - Missoula	October 19 8:30 am to 4:30 pm	\$123
Register	Managing Multiple Priorities	October 19 8:30 am - 2:30 pm	\$110
Register	Effective E-mail Writing	October 24 8:30 am - Noon	\$95
Register	Documenting Disciplinary Action - Missoula	October 25 8:30 am - 4:30 pm	\$123
Register	Exploring Emotional Intelligence	October 25 8:30 am - 4:30 pm	\$123
Class Full	Excel - Intermediate - Full	October 17 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Contract Management	October 26 8:30 am - 4:30 pm	\$123
Register	Improving Accountability	October 26 8:30 am - 4:30 pm	\$123
Register	Outward Mindset - 2 Day Course	November 1 & 8 8:30 am - 4:30 pm	195 + \$75 material fee
Register	Legal writing	November 1 8:30 am - Noon	\$95
Register	Remote Management - Cancelled	November 2 8:30 am to Noon	\$95
Register	Punctuation for Clarity	November 2 8:30 am to Noon	\$95
Register	Performance Management	November 7 8:30 am to 4:30 pm	\$123
Register	Writing Clearly and Concisely Part 1	November 7 9:00 am - 3:00 pm	\$110
Register	Meeting Minutes (Webinar)	November 8 10:00 am - 11:30 am	\$70

Register	Developing Coaching Skills	November 8 8:30 am - 4:30 pm	\$123
Class Full	Excel - Advanced - Full	November 14 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Documenting Disciplinary Action	November 14 8:30 am - 4:30 pm	\$123
Register	Effective Management Series - Kalispell	8:30 am - 4:30 pm	\$695 + \$69 Assessment fee
	Supervision for the 21st Century	November 15	
	Planning	November 16	
	MBTI & Communication	November 29	
	Interviewing	November 30	
	Managing Conflict	December 6	
	Performance Management	December 7	
	Documenting Disciplinary Action	December 13	
	Synthesis	December 14	
Register	Supervision for the 21st Century - Kalispell	November 15 8:30 am - 4:30 pm	\$123
Register	The Respectful Workplace	November 15 8:30 am - 4:30 pm	\$123
Register	Project Management	November 16 8:30 am to 4:30 pm	\$123
Register	Planning - Kalispell	November 16 8:30 am - 4:30 pm	\$123
Register	Powerpoint - Advanced	November 21 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	MBTI & Communication -Kalispell	November 29 8:30 am - 4:30 pm	\$123 + \$50 MBTI Fee
Register	Improving Accountability	November 29 8:30 pm to 4:30 pm	\$123
Register	Interviewing - Kalispell	November 30 8:30 am - 4:30 pm	\$123
Register	The Leadership Challenge®	December 5, 6, 12 8:30 am - 4:30 pm	\$400 + 10% materials fee
Register	Managing Conflict - Kalispell	December 6 8:30 am - 4:30 pm	\$123 + \$19 TKI Instrument Fee
Register	Generations in the Workplace	December 6 8:30 am - Noon	\$95
Register	Performance Management - Kalispell	December 7 8:30 am to 4:30 pm	\$123
Register	Grammatically Correct	December 7 8:30 am - Noon	\$95
Register	Excel - Advanced	December 12 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Documenting Disciplinary Action - Kalispell	December 13 8:30 am - 4:30 pm	\$123
Register	Effective Presentations - 2 Days	December 13 & 14 8:30 am - 4:30 pm	\$195
Register	Challenges in Customer Service	December 19 1:00 pm to 4:30 pm	\$95

[Register](#)

Responsible Customer Service

December 19
8:30 am - noon

\$95