

Fall Schedule

September October November December

REGISTER	Clear and Concise Legal Writing	September 6 8:30 am - Noon	\$95
REGISTER	Everyday Leadership Series	8:30 am - 4:30 pm	\$595 + \$90 assessment fee
	Leadership & Accountability	September 11	
	Developing Coaching Skills	September 18	
	MBTI 2	September 25	
	Creating a Motivating Environment	October 2	
	Team Building	October 23	
REGISTER	Supervising Employees in Conflict	October 30	
REGISTER	Leadership & Accountability	September 11 8:30 am - 4:30 pm	\$123
REGISTER	Mindfulness in the Workplace	September 13 8:30 am - 4:30 pm	\$123
REGISTER	Achieving High Performance	September 13 8:30 am - 4:30 pm	\$123 + \$50 assessment fee
REGISTER	Developing Coaching Skills	September 18 8:30 am - 4:30 pm	\$123 + \$50 assessment fee
REGISTER	Effective Management Series	8:30 am - 4:30 pm	\$695 + \$60 assessment fee
	MBTI & Communication	September 19	
	Supervision for the 21st Century	September 26	
	Planning	October 3	
	Managing Conflict	October 10	
	Interviewing	October 17	
	Performance Management	October 31	
	Documenting Disciplinary Action	November 7	
REGISTER	Synthesis	November 14	
REGISTER	MBTI & Communication	September 19 8:30 am - 4:30 pm	\$123 + \$40 MBTI fee
REGISTER	Excel - Beginning Course Full	September 20 9:00 am - 3:00 pm	\$110 + \$10 Lab fee
REGISTER	MBTI 2	September 25 8:30 am - 4:30 pm	\$123 + \$40 MBTI fee
REGISTER	Supervision for the 21st Century	September 26 8:30 am - 4:30 pm	\$123
REGISTER	Outward Mindset - 2 Day Course	September 26 & 27 8:30 am - 4:30 pm	\$195 + \$120 material fee
REGISTER	Effective E-mail Writing	September 27 8:30 am - Noon	\$95
REGISTER	Creating a Motivating Environment	October 2 8:30 am - 4:30 pm	\$123
REGISTER	Writing Clearly and Concisely Part 1	October 2 9:00 am - 3:00 pm	\$110

REGISTER	Planning	October 3 8:30 am - 4:30 pm	\$123
REGISTER	Basic Purchasing Methods	October 3 8:30 am - 4:30 pm	\$123
REGISTER	Exploring Emotional Intelligence	October 4 8:30 am - 4:30 pm	\$123
REGISTER	Effective Communication Skills	October 4 8:30 am - 4:30 pm	\$123
REGISTER	Excel - Intermediate Course Full	October 4 9:00 am - 3:00 pm	\$110 + \$10 Lab fee
REGISTER	Advanced Purchasing Methods	October 10 8:30 am - 4:30 pm	\$123
REGISTER	Managing Conflict	October 10 8:30 am - 4:30 pm	\$123 + \$20 TKI instrument fee
REGISTER	Building Trust in the Workplace	October 11 8:30 am - 4:30 pm	\$123
REGISTER	Process Improvement	October 11 9:00 am - 3:00 pm	\$110
REGISTER	Effective Management Series - Missoula	8:30 am - 4:30 pm	\$500 + \$60 assessment fee
	MBTI & Communication	October 15	
	Interviewing - AM	October 16	
	Planning - PM	October 16	
	Supervision for the 21st Century	October 17	
	Managing Conflict	October 18	
	Performance Management - AM	October 19	
	Documenting Disciplinary Action - PM	October 19	
REGISTER	MBTI & Communication - Missoula	October 15 8:30 am - 4:30 pm	\$123 + \$40 MBTI fee
REGISTER	Interviewing - Missoula	October 16 8:30 am - Noon	\$95
REGISTER	Planning - Missoula	October 16 1:00 pm - 4:30 pm	\$95
REGISTER	Supervision for the 21st Century - Missoula	October 17 8:30 am - 4:30 pm	\$123
REGISTER	Interviewing	October 17 8:30 am - 4:30 pm	\$123
REGISTER	Managing Conflict - Missoula	October 18 8:30 am - 4:30 pm	\$123 + \$20 TKI instrument fee
REGISTER	WARM: Writing Administrative Rules of MT	October 18 8:30 am - 4:30 pm	\$123
REGISTER	Performance Management - Missoula	October 19 8:30 am - Noon	\$95
REGISTER	Documenting Disciplinary Action - Missoula	October 19 1:00 pm - 4:30 pm	\$95
REGISTER	Team Building	October 23 8:30 am - 4:30 pm	\$123
REGISTER	Communication Skills for Controversial Policies, Programs, and Projects Course Full	October 23, 24, 25 8:30 am - 4:30 pm	\$245 + \$20 TKI instrument fee
REGISTER	Performance Management	October 24 8:30 am - 4:30 pm	\$123
REGISTER	Initiating and Navigating the RFP Process	October 24 8:30 am - 4:30 pm	\$123
REGISTER	Writing Clearly and Concisely Part 2	October 25 8:30 am - Noon	\$95

REGISTER	Supervising Employees in Conflict	October 30 8:30 am - 4:30 pm	\$123
REGISTER	Powerpoint - Beginning	October 30 9:00 am - 3:00 pm	\$110 + \$10 lab fee
REGISTER	Contract Management	October 31 8:30 am - 4:30 pm	\$123
REGISTER	Excel - Advanced Course Full	November 1 9:00 am - 3:00 pm	\$110 + \$10 Lab fee
REGISTER	Documenting Disciplinary Action	November 7 8:30 am - 4:30 pm	\$123
REGISTER	Self Aware Manager - Kalispell	8:30 am - 4:30 pm	\$595 + \$120 material fee
	Mindfulness in the Workplace	November 7	
	Exploring Emotional Intelligence	November 8	
	Outward Mindset 1	November 14	
	Outward Mindset 2	November 15	
	Effective Communication Skills	November 28	
REGISTER	Building Trust in the Workplace	November 29	
REGISTER	Mindfulness in the Workplace - Kalispell	November 7 8:30 am - 4:30 pm	\$123
REGISTER	Excel - Beginning	November 8 9:00 am - 3:00 pm	\$110 + \$10 Lab fee
REGISTER	Process Improvement	November 8 9:00 am - 3:00 pm	\$110
REGISTER	Exploring Emotional Intelligence - Kalispell	November 8 8:30 am - 4:30 pm	\$123
REGISTER	Outward Mindset - 2 Day Course - Kalispell	November 14 & 15 8:30 am - 4:30 pm	\$195 + \$120 material fee
REGISTER	Grammatically Correct	November 15 9:00 am - 3:00 pm	\$110
REGISTER	Developing Coaching Skills	November 15 8:30 am - 4:30 pm	\$123
REGISTER	Powerpoint - Advanced	November 20 9:00 am - 3:00 pm	\$110 + \$10 lab fee
REGISTER	Excel - Intermediate Course Full	November 27 9:00 am - 3:00 pm	\$110 + \$10 Lab fee
REGISTER	Responsible Customer Service	November 27 8:30 am - noon	\$95
REGISTER	Challenges in Customer Service	November 27 1:00 pm - 4:30 pm	\$95
REGISTER	Effective Communication Skills - Kalispell	November 28 8:30 am - 4:30 pm	\$123
REGISTER	Exploring Emotional Intelligence	November 28 8:30 am - 4:30 pm	\$123
REGISTER	Building Trust in the Workplace - Kalispell	November 29 8:30 am - 4:30 pm	\$123
REGISTER	The Leadership Challenge®	December 4, 11 & 18 8:30 am - 4:30 pm	\$400 + \$40 material fee
REGISTER	Punctuation for Clarity	December 4 8:30 am - Noon	\$95

REGISTER	Project Management	December 5 8:30 am to 4:30 pm	\$123
REGISTER	Writing Clearly and Concisely Part 1	December 6 9:00 am - 3:00 pm	\$110
REGISTER	State Budget Process	December 11 9:00 am - 3:00 pm	\$110
REGISTER	Mindfulness in the Workplace	December 12 8:30 am - 4:30 pm	\$123
REGISTER	Outward Mindset - 2 Day Course	December 12 & 19 8:30 am - 4:30 pm	\$195 + \$120 material fee
REGISTER	Managing Multiple Priorities	December 13 9:00 am - 3:00 pm	\$110
REGISTER	Excel - Advanced	December 13 9:00 am - 3:00 pm	\$110 + \$10 Lab fee
REGISTER	Facilitating Change	December 13 8:30 am - 4:30 pm	\$123
REGISTER	Effective Presentations - 2 Days	December 19 & 20 8:30 am - 4:30 pm	\$195