



Professional Development Center

Spring/Summer Schedule 2017

May Jun Jul Aug

Register	Leading Innovation	May 2 8:30 am - 4:30 pm	\$123
Register	Improving Accountability	May 2 8:30 am - 4:30 pm	\$123
*	State Budget Process - FULL	May 3 9:00 am - 3:00 pm	\$110
Register	Grammatically Correct	May 3 8:30 am - Noon	\$95
Register	Interviewing	May 4 8:30 am - 4:30 pm	\$123
Register	Communication Skills for Customer Service	May 4 8:30 am - 4:30 pm	\$123
Register	Responsible Customer Service - Cancelled	May 9 8:30 am - noon	\$95
Register	Writing Clearly and Concisely - Missoula	May 10 1:00 pm - 4:30 pm	\$95
Register	Performance Management	May 11 8:30 am to 4:30 pm	\$123
Register	Employee Accountability - Missoula	May 11 8:30 pm to 4:30 pm	\$123
Register	Beginning Powerpoint	May 16 9:00 am - 3:00 pm	\$110 + \$10 Lab fee
Register	Developing Coaching Skills	May 17 8:30 am - 4:30 pm	\$123
Register	Documenting Disciplinary Action	May 18 8:30 am - 4:30 pm	\$123
Register	Excel - Beginning	May 18 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Managing Change	May 23 8:30 am - 4:30 pm	\$123
Register	Effective E-mail Writing	May 23 8:30 am - Noon	\$95
Register	Exploring Emotional Intelligence	May 24 8:30 am - 4:30 pm	\$123 + \$34 EQ Self-Assessment
Register	Outward Mindset - 2 Day Course	May 24 & June 7 8:30 am - 4:30 pm	\$195
Register	The Respectful Workplace	May 31 9:00 am - 3:00 pm	\$110
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	
Register	Synthesis	August 1	
Register	Evidence-Based Management	June 6 8:30 am - 4:30 pm	\$123

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	Project Management	June 13 8:30 am to 4:30 pm	\$123
Register	MBTI & Communication	June 13 8:30 am - 4:30 pm	\$123 + \$50 MBTI Fee
Register	Effective Management Series - Havre	8:30 am - 4:30 pm	\$695 + \$69 Assessment fee
	Supervision for the 21st Century	June 14	
	Planning	June 15	
	MBTI & Communication	June 21	
	Emotional Intelligence & Interviewing	June 22	
	Managing Conflict	June 28	
	Performance Management	June 29	
	Documenting Disciplinary Action	July 12	
	Synthesis	July 13	
Register	Supervision for the 21st Century - Havre	June 14 8:30 am - 4:30 pm	\$123
Register	Writing Job Descriptions	June 15 8:00 am - 1:00 pm	\$110
Register	Governance Web 2.0	June 15 8:30 am - 4:30 pm	\$123
Register	Planning - Havre	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	MBTI & Communication - Havre	June 21 8:30 am - 4:30 pm	\$123 + \$50 MBTI Fee
Register	Emotional Intelligence & Interviewing - Havre	June 22 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 22 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	MBTI - Step 1 & 2	June 28 8:30 am - 4:30 pm June 29 8:30 am - Noon	\$195 + \$72 MBTI Fee
Register	Meeting Minutes	June 28 8:30 am - Noon	\$95
*	Excel - Advanced - FULL	June 29 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Performance Management - Havre	June 29 8:30 am - 4:30 pm	\$123
Register	Emotional Intelligence & Interviewing	July 11 8:30 am - 4:30 pm	\$123
Register	Documenting Disciplinary Action - Havre	July 12 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
Register	Performance Management	July 18 8:30 am to 4:30 pm	\$123
Register	Advanced PowerPoint 2016	July 18 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Microsoft Access - Two Part Course	July 19 and 26 9:00 am - 3:00 pm	\$220 + \$10 Lab fee
Register	Employee Accountability	July 20 8:30 am - 4:30 pm	\$123
Register	Writing Clearly and Concisely Part 1	July 20 9:00 am - 3:00 pm	\$110
Register	Documenting Disciplinary Action	July 25 8:30 am - 4:30 pm	\$123
Register	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
Register	WARM Writing Administrative Rules of MT	July 27 8:30 am - 4:30 pm	\$123
Register	Effective Communication Skills	July 27 8:30 am - 4:30 pm	\$123
Register	Excel - Advanced	August 3 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	The Respectful Workplace	August 3 9:00 am - 3:00 pm	\$110
Register	Communication For Administrative Staff	August 3 8:30 am - Noon	\$95
Register	Effective Presentations - 2 Days	August 9 & 10 8:30 am - 4:30 pm	\$195
Register	Exploring Emotional Intelligence	August 9 8:30 am - 4:30 pm	\$123 + \$34 EQ Self-Assessment
Register	Mindfulness in the Workplace	August 16 8:30 am - 4:30 pm	\$123
Register	Developing Coaching Skills	August 22 8:30 am - 4:30 pm	\$123
Register	Managing Multiple Priorities	August 24 8:30 am - 4:30 pm	\$123
Register	Emotional Intelligence & Interviewing	August 24 8:30 am - 4:30 pm	\$123
Register	Writing Clearly and Concisely Part 2	August 29 8:30 am - Noon	\$95
Register	Remote Management	August 29 8:30 am to Noon	\$95
Register	Writing Clearly and Concisely Part 1	August 30 9:00 pm - 3:00 pm	\$110
Register	Meeting Minutes	August 31 8:30 am - Noon	\$95