



# Summer Schedule

May June July August

REGISTER	Interviewing	May 3 8:30 am - 4:30 pm	\$123
REGISTER	Leading Innovation	May 8 8:30 am - 4:30 pm	\$123
REGISTER	Performance Management	May 10 8:30 am to 4:30 pm	\$123
REGISTER	Punctuation for Clarity	May 10 8:30 am to Noon	\$95
REGISTER	Excel - Beginning <b>COURSE FULL</b>	May 15 9:00 am - 3:00 pm	\$110 + \$10 lab fee
REGISTER	State Budget Process	May 15 9:00 am - 3:00 pm	\$110
REGISTER	Mindfulness in the Workplace	May 16 8:30 am - 4:30 pm	\$123
REGISTER	Clear and Concise Legal Writing	May 17 9:00 am - 3:00 pm	\$110
REGISTER	Powerpoint - Beginning	May 22 9:00 am - 3:00 pm	\$110 + \$10 lab fee
REGISTER	Documenting Disciplinary Action	May 24 8:30 am - 4:30 pm	\$123
REGISTER	Writing Clearly and Concisely Part 1	May 31 9:00 am - 3:00 pm	\$110
REGISTER	Effective Management Series	8:30 am - 4:30 pm	\$695 + \$85 assessment fee
	MBTI & Communication	June 5	
	Supervision for the 21st Century	June 12	
	Planning	June 19	
	Interviewing	June 26	
	Managing Conflict	July 10	
	Performance Management	July 17	
	Documenting Disciplinary Action	July 24	
	Synthesis	July 31	
REGISTER	MBTI & Communication	June 5 8:30 am - 4:30 pm	\$123 + \$65 MBTI fee
REGISTER	Excel - Intermediate <b>COURSE FULL</b>	June 7 9:00 am - 3:00 pm	\$110 + \$10 lab fee
REGISTER	Grammatically Correct	June 6 8:30 am - Noon	\$95
REGISTER	Outward Mindset 2 Day Course - Miles City	June 6 & 7 8:30 am - 4:30 pm	\$195 + \$120 material fee

REGISTER	Writing Clearly and Concisely Part 2	June 7 8:30 am - Noon	\$95
REGISTER	Supervision for the 21st Century	June 12 8:30 am - 4:30 pm	\$123
REGISTER	Self Aware Manager	8:30 am - 4:30 pm	\$595 + \$120 assessment fee
	Mindfulness in the Workplace	June 13	
	Exploring Emotional Intelligence	June 20	
	Outward Mindset 1	June 27	
	Outward Mindset 2	July 11	
	Effective Communication Skills	July 18	
	Building Trust in the Workplace	July 25	
REGISTER	Mindfulness in the Workplace	June 13 8:30 am - 4:30 pm	\$123
REGISTER	Male/Female Communications	June 14 8:30 am - Noon	\$95
REGISTER	Generations in the Workplace	June 14 1:00 pm - 4:30 pm	\$95
REGISTER	Achieving High Performance	June 19 8:30 am - 4:30 pm	\$123 + \$50 assessment fee
REGISTER	Planning	June 19 8:30 am - 4:30 pm	\$123
REGISTER	Exploring Emotional Intelligence	June 20 8:30 am - 4:30 pm	\$123
REGISTER	Communication Skills for Controversial Policies, Programs, and Projects	June 20 and 21 8:30 am - 4:30 pm	\$195
REGISTER	Meeting Minutes	June 21 8:30 am - Noon	\$95
REGISTER	Developing Coaching Skills	June 21 8:30 am - 4:30 pm	\$123
REGISTER	Excel - Advanced <b>COURSE FULL</b>	June 26 9:00 am - 3:00 pm	\$110 + \$10 lab fee
REGISTER	Interviewing	June 26 8:30 am - 4:30 pm	\$123
REGISTER	Improving Accountability	June 26 8:30 am - 4:30 pm	\$123
REGISTER	Outward Mindset - 2 Day Course	June 27 & July 11 8:30 am - 4:30 pm	195 + \$120 material fee
REGISTER	Managing Multiple Priorities	June 28 8:30 am - 4:30 pm	\$123
REGISTER	Managing Conflict	July 10 8:30 am - 4:30 pm	\$123 + \$19 TKI instrument fee
REGISTER	Powerpoint - Advanced	July 12 9:00 am - 3:00 pm	\$110 + \$10 lab fee
REGISTER	Performance Management	July 17 8:30 am to 4:30 pm	\$123
REGISTER	Effective E-mail Writing	July 17 8:30 am - Noon	\$95
REGISTER	Effective Communication Skills	July 18 8:30 am - 4:30 pm	\$123

<b>REGISTER</b>	Investigating Personal Issues	<b>July 19</b> 8:30 am - 4:30pm	<b>\$123</b>
<b>REGISTER</b>	Documenting Disciplinary Action	<b>July 24</b> 8:30 am - 4:30 pm	<b>\$123</b>
<b>REGISTER</b>	Building Trust in the Workplace	<b>July 25</b> 8:30 am - 4:30 pm	<b>\$123</b>
<b>REGISTER</b>	Writing Clearly and Concisely Part 1	<b>July 26</b> 9:00 am - 3:00 pm	<b>\$110</b>
<b>REGISTER</b>	The Leadership Challenge® - Billings	<b>July 31, August 1 &amp; 7</b> 8:30 am - 4:30 pm	<b>\$400 + 10%</b> materials fee
<b>REGISTER</b>	Facilitating Change	<b>August 2</b> 8:30 am - 4:30 pm	<b>\$123</b>
<b>REGISTER</b>	Mindfulness in the Workplace - Billings	<b>August 8</b> 8:30 am - 4:30 pm	<b>\$123</b>
<b>REGISTER</b>	Creating a Motivating Environment	<b>August 8</b> 8:30 am to 4:30 pm	<b>\$123 + \$15</b> clifton strengths finder
<b>REGISTER</b>	Effective Presentations - 2 Days	<b>August 9 &amp; 16</b> 8:30 am - 4:30 pm	<b>\$195</b>
<b>REGISTER</b>	Writing Clearly and Concisely Part 2	<b>August 14</b> 8:30 am - Noon	<b>\$95</b>
<b>REGISTER</b>	Exploring Emotional Intelligence	<b>August 15</b> 8:30 am - 4:30 pm	<b>\$123</b>
<b>REGISTER</b>	Developing Coaching Skills	<b>August 22</b> 8:30 am - 4:30 pm	<b>\$123</b>
<b>REGISTER</b>	State Budget Process	<b>February 27</b> 9:00 am - 3:00 pm	<b>\$110</b>
<b>REGISTER</b>	Roberts Rules of Order (Webinar)	<b>August 28</b> 9:30 am to 11:00 am	<b>\$70</b>
<b>REGISTER</b>	Responsible Customer Service	<b>August 29</b> 8:30 am - noon	<b>\$95</b>
<b>REGISTER</b>	Challenges in Customer Service	<b>August 29</b> 1:00 pm to 4:30 pm	<b>\$95</b>