



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 COURSE FULL	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 COURSE FULL	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	Planning	June 19 8:30 am - 4:30 pm	\$123
REGISTER	Exploring Emotional Intelligence	June 20 8:30 am - 4:30 pm	\$123
REGISTER	Microsoft Access - Two Part Course	June 21 & 28 9:00 am - 3:00 pm	\$220 + \$10 lab fee
REGISTER	Communication Skills for Controversial Policies, Programs, and Projects	June 20 and 21 8:30 am - 4:30 pm	\$220 + \$10 lab fee
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 COURSE FULL	June 26 9:00 am - 3:00 pm	\$110 + \$10 lab fee
REGISTER	Interviewing	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	Achieving High Performance	June 28 8:30 am - 4:30 pm	\$123 + \$50 assessment fee
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
REGISTER	Improving Accountability	July 19 8:30 am - 4:30 pm	\$123
REGISTER	Investigating Personal Issues	July 19 8:30 am - 4:30pm	\$123
REGISTER	Documenting Disciplinary Action	July 24 8:30 am - 4:30 pm	\$123
REGISTER	Building Trust in the Workplace	July 25 8:30 am - 4:30 pm	\$123
REGISTER	Writing Clearly and Concisely Part 1	July 26 9:00 am - 3:00 pm	\$110
REGISTER	Managing Multiple Priorities - Billings	July 31 8:30 am - 4:30 pm	\$123 materials fee
REGISTER	Writing Clearly and Concisely Part 1 - Billings	August 1 9:00 am - 3:00 pm	\$110
REGISTER	Facilitating Change	August 2 8:30 am - 4:30 pm	\$123
REGISTER	Exploring Emotional Intelligence - Billings	August 7 8:30 am - 4:30 pm	\$123
REGISTER	Mindfulness in the Workplace - Billings	August 8 8:30 am - 4:30 pm	\$123
REGISTER	Creating a Motivating Environment	August 8 8:30 am to 4:30 pm	\$123 + \$15 clifton strengths finder
REGISTER	Effective Presentations - 2 Days	August 9 & 16 8:30 am - 4:30 pm	\$195
REGISTER	Writing Clearly and Concisely Part 2	August 14 8:30 am - Noon	\$95
REGISTER	Exploring Emotional Intelligence	August 15 8:30 am - 4:30 pm	\$123
REGISTER	Developing Coaching Skills	August 22 8:30 am - 4:30 pm	\$123
REGISTER	State Budget Process	August 23 9:00 am - 3:00 pm	\$110
REGISTER	Roberts Rules of Order (Webinar)	August 28 9:30 am to 11:00 am	\$70
REGISTER	Responsible Customer Service	August 29 8:30 am - noon	\$95
REGISTER	Challenges in Customer Service	August 29 1:00 pm to 4:30 pm	\$95