



# Professional Development Center

## Winter/Spring Schedule 2018

Jan Feb Mar Apr

<a href="#">Register</a>	Outward Mindset - 2 Day Course	January 9 & 17 8:30 am - 4:30 pm	\$195 + \$120 material fee
<a href="#">Register</a>	Supervision for the 21st Century	January 10 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Effective Management Series	8:30 am - 4:30 pm	\$695 + \$69 Assessment fee
	Supervision for the 21st Century	January 10	
	MBTI & Communication	January 24	
	Managing Conflict	January 31	
	Planning	February 7	
	Interviewing	February 14	
	Performance Management	February 21	
	Documenting Disciplinary Action	February 28	
	Synthesis	March 7	
<a href="#">Register</a>	Effective Communication Skills	January 11 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Writing Clearly and Concisely Part 1	January 11 9:00 am - 3:00 pm	\$110
<a href="#">Register</a>	Powerpoint - Beginning	January 17 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<a href="#">Register</a>	Excel - Beginning	January 18 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<a href="#">Register</a>	Mindfulness in the Workplace	January 18 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Effective Management Series - Billings	8:30 am - 4:30 pm	\$695 + \$69 Assessment fee
	Supervision for the 21st Century	January 23	
	Planning	January 24	
	MBTI & Communication	January 30	
	Interviewing	January 31	
	Managing Conflict	February 6	
	Performance Management	February 7	
	Documenting Disciplinary Action	February 13	
	Synthesis	February 14	
<a href="#">Register</a>	Supervision for the 21st Century - Billings	January 23 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	MBTI & Communication	January 24 8:30 am - 4:30 pm	\$123 + \$50 MBTI Fee
<a href="#">Register</a>	Planning - Billings	January 24 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	MBTI & Communication - Billings	January 30 8:30 am - 4:30 pm	\$123 + \$50 MBTI Fee
<a href="#">Register</a>	Managing Conflict	January 31 8:30 am - 4:30 pm	\$123 + \$19 TKI Instrument Fee

<a href="#">Register</a>	Interviewing - Billings	January 31 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Microsoft Access - Two Part Course	February 1 & 8 9:00 am - 3:00 pm	\$220 + \$10 Lab fee
<a href="#">Register</a>	Public Service in Difficult Times	February 1 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Writing Clearly and Concisely Part 2	February 1 8:30 am - Noon	\$95
<a href="#">Register</a>	Managing Conflict - Billings	February 6 8:30 am - 4:30 pm	\$123 + \$19 TKI Instrument Fee
<a href="#">Register</a>	Punctuation for Clarity	February 6 8:30 am to Noon	\$95
<a href="#">Register</a>	Planning	February 7 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Performance Management - Billings	February 7 8:30 am to 4:30 pm	\$123
<a href="#">Register</a>	Effective Presentations - 2 Days	February 7 & 14 8:30 am - 4:30 pm	\$195
<a href="#">Register</a>	Montana's Wrongful Discharge Act	February 8 8:30 am - Noon	\$95
<a href="#">Register</a>	Exploring Emotional Intelligence	February 8 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Documenting Disciplinary Action - Billings	February 13 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Developing Coaching Skills	February 13 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Interviewing	February 14 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Performance Management	February 21 8:30 am to 4:30 pm	\$123
<a href="#">Register</a>	Self Aware Manager	8:30 am - 4:30 pm	\$595 + \$75 Materials fee
	Mindfulness in the Workplace	February 22	
	Exploring Emotional Intelligence	March 1	
	Outward Mindset 1	March 8	
	Outward Mindset 2	March 15	
	Improving Accountability	March 22	
<a href="#">Register</a>	Building Trust in the Workplace	March 29	
<a href="#">Register</a>	Mindfulness in the Workplace	February 22 8:30 am - 4:30 pm	\$123
<a href="#">Class Full</a>	Excel - Intermediate - <b>Class Full</b>	February 22 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<a href="#">Register</a>	Everyday Leadership Series	8:30 am - 4:30 pm	\$595 + \$34 Assessment fee
	Leadership in Action	February 27	
	MBTI Step 2	March 6	
	Developing Coaching Skills	March 13	
	Team Building	March 20	
	Creating a Motivating Environment	April 3	
	Supervising Employees in Conflict	April 10	

<a href="#"><u>Register</u></a>	Leadership in Action -Billings	<b>February 27</b> 8:30 am - 4:30 pm	\$123
<a href="#"><u>Register</u></a>	State Budget Process	<b>February 27</b> 9:00 am - 3:00 pm	\$110
<a href="#"><u>Register</u></a>	Documenting Disciplinary Action	<b>February 28</b> 8:30 am - 4:30 pm	\$123
<a href="#"><u>Register</u></a>	Exploring Emotional Intelligence	<b>March 1</b> 8:30 am - 4:30 pm	\$123
<a href="#"><u>Register</u></a>	Grammatically Correct	<b>March 1</b> 9:00 am -3:00 pm	\$110
<a href="#"><u>Register</u></a>	MBTI 2	March 6 8:30 am - 4:30 pm	\$123
<a href="#"><u>Register</u></a>	Powerpoint - Advanced	<b>March 6</b> 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<a href="#"><u>Register</u></a>	Interviewing	<b>March 7</b> 8:30 am - 4:30 pm	\$123
<a href="#"><u>Register</u></a>	Meeting Minutes	<b>March 8</b> 8:30 am - Noon	\$95
<a href="#"><u>Register</u></a>	Outward Mindset - 2 Day Course	<b>March 8 &amp; 15</b> 8:30 am - 4:30 pm	195 + \$75 material fee
<a href="#"><u>Register</u></a>	Developing Coaching Skills	<b>March 13</b> 8:30 am - 4:30 pm	\$123
<a href="#"><u>Register</u></a>	Managing Multiple Priorities	<b>March 13</b> 8:30 am - 4:30 pm	\$123
<a href="#"><u>Register</u></a>	MBTI: Critical Conversations	<b>March 14</b> 8:30 am - 4:30 pm	\$123 + \$50 Assessment Fee
<a href="#"><u>Register</u></a>	WARM Writing Administrative Rules of MT	<b>March 14</b> 8:30 am - 4:30 pm	\$123
<a href="#"><u>Register</u></a>	Team Building	<b>March 20</b> 8:30 am - 4:30 pm	\$123 + \$45 Assessment Fee
<a href="#"><u>Register</u></a>	Improving Accountability	<b>March 22</b> 8:30 am - 4:30 pm	\$123
<a href="#"><u>Register</u></a>	Leading Innovation	<b>March 22</b> 8:30 am - 4:30 pm	\$123
<a href="#"><u>Register</u></a>	Excel - Advanced	<b>March 22</b> 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<a href="#"><u>Register</u></a>	Effective E-mail Writing	<b>March 27</b> 8:30 am - Noon	\$95
<a href="#"><u>Register</u></a>	Building Trust in the Workplace	<b>March 29</b> 8:30 am - 4:30 pm	\$123
<a href="#"><u>Register</u></a>	Creating a Motivating Environment	<b>April 3</b> 8:30 am to 4:30 pm	\$123 + \$15 Clifton Strengths Finder
<a href="#"><u>Register</u></a>	Meeting Minutes	<b>April 3</b> 8:30 am - Noon	\$95
<a href="#"><u>Register</u></a>	Ethical Issues in Public Service	<b>April 4</b> 8:30 am - 4:30 pm	\$123
<a href="#"><u>Register</u></a>	Basic Purchasing Methods	<b>April 4</b> 8:30 am to 4:30 pm	\$123
<a href="#"><u>Register</u></a>	Effective Management Series	<b>8:30 am - 4:30 pm</b>	\$695 + \$69 Assessment fee
	Supervision for the 21st Century	April 5	
	MBTI & Communication	April 12	
	Planning	April 19	
	Managing Conflict	April 26	

	Interviewing	May 3	
	Performance Management	May 10	
	Documenting Disciplinary Action	May 17	
	Synthesis	May 24	
<a href="#">Register</a>	Supervision for the 21st Century	April 5 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Mindfulness in the Workplace	April 5 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Supervising Employees in Conflict	April 10 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Writing Clearly and Concisely Part 1	April 10 9:00 am - 3:00 pm	\$110
<a href="#">Register</a>	Advanced Purchasing Methods	April 11 8:30 am to 4:30 pm	\$123
<a href="#">Register</a>	Exploring Emotional Intelligence	April 11 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	MBTI & Communication	April 12 8:30 am - 4:30 pm	\$123 + \$50 MBTI Fee
<a href="#">Register</a>	The Leadership Challenge® - Missoula	April 17, 18 & 24 8:30 am - 4:30 pm	\$400 + 10% materials fee
<a href="#">Register</a>	Challenges in Customer Service	April 17 1:00 pm to 4:30 pm	\$95
<a href="#">Register</a>	Responsible Customer Service	April 17 8:30 am - noon	\$95
<a href="#">Register</a>	Initiating and Navigating the RFP Process	April 18 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Planning	April 19 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Writing Clearly and Concisely Part 2	April 24 8:30 am - Noon	\$95
<a href="#">Register</a>	Facilitating Change	April 25 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Contract Management	April 25 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Managing Conflict	April 26 8:30 am - 4:30 pm	\$123 + \$19 TKI Instrument Fee
<a href="#">Register</a>	Interviewing	May 3 8:30 am - 4:30 pm	\$123
<a href="#">Register</a>	Performance Management	May 10 8:30 am to 4:30 pm	\$123
<a href="#">Register</a>	Documenting Disciplinary Action	May 17 8:30 am - 4:30 pm	\$123