

Register	Writing Clearly & Concisely Part 2	January 8 8:30 am - noon	\$95
Register	Effective Management Series	8:30 am - 4:30 pm	\$595 + \$100 assessment fee
	MBTI & Communication	January 9	
	Achieving High Performance	January 9	
	Supervision for the 21st Century	January 16	
	Exploring Emotional Intelligence	January 16	
	Interviewing	January 23	
	Planning	January 23	
	Managing Conflict	February 6	
	Performance Management	February 13	
	Documenting Disciplinary Action	February 13	
Synthesis	February 20		
Register	MBTI & Communication	January 9 8:30 am - noon	\$95 + \$40 MBTI fee
Register	Achieving High Performance	January 9 1:00 pm - 4:30 pm	\$95 + \$40 assessment fee
Register	Process Improvement	January 10 9:00 am - 3:00 pm	\$110
Register	Microsoft Access - Two Part Course	January 10 & 17 9:00 am - 3:00 pm	\$220 + \$20 lab fee
Register	Supervision for the 21st Century	January 16 8:30 am - noon	\$95
Register	Exploring Emotional Intelligence	January 16 1:00 pm - 4:30 pm	\$95
Register	Self-Aware Manager	8:30 am - 4:30 pm	\$495 + \$150 material fee
	Workplace Stressors	January 17	
	Mindfulness in the Workplace	January 17	
	Exploring Emotional Intelligence	January 24	
	Effective Communication Skills	January 24	
	Outward Mindset 1	January 31	
	Outward Mindset 2	February 7	
	Building Trust in the Workplace	February 14	
Synthesis	February 14		
Register	Workplace Stressors	January 17 8:30 am - noon	\$95
Register	Mindfulness in the Workplace	January 17 1:00 pm - 4:30 pm	\$95
Register	Interviewing	January 23 8:30 am - noon	\$95
Register	Planning	January 23 1:00 pm - 4:30 pm	\$95
Register	Exploring Emotional Intelligence	January 24 8:30 am - noon	\$95
Register	Effective Communication Skills	January 24 1:00 pm - 4:30 pm	\$95
Register	Remote Management	January 29 8:30 am - noon	\$95

Register	Outward Mindset - 2 Day Course	January 31 & February 7 8:30 am - 4:30 pm	\$195 + \$150 material fee
Register	Mindfulness in the Workplace	February 5 8:30 am - noon	\$95
Register	Writing Clearly and Concisely Part 1	February 5 9:00 am - 3:00 pm	\$110
Register	Managing Conflict	February 6 8:30 am - 4:30 pm	\$123 + \$20 TKI instrument fee
Register	Exploring Emotional Intelligence	February 12 8:30 am - noon	\$95
Register	Managing Multiple Priorities	February 12 9:00 am - 3:00 pm	\$110
Register	Performance Management	February 13 8:30 am - noon	\$95
Register	Documenting Disciplinary Action	February 13 1:00 pm - 4:30 pm	\$95
Register	Punctuation for Clarity	February 13 8:30 am - noon	\$95
Register	Building Trust in the Workplace	February 14 8:30 am - noon	\$95
Register	Effective Communication Skills	February 21 8:30 am - 4:30 pm	\$123
Register	Grammatically Correct	February 26 8:30 am - noon	\$95
Register	Achieving High Performance	February 26 9:00 am - 3:00 pm	\$110 + \$40 assessment fee
Register	Mindfulness in the Workplace	February 27 8:30 am - noon	\$95
Register	Everyday Leadership Series	8:30 am - 4:30 pm	\$495 + \$108 assessment fee
	Authentic Leadership	February 28	
	The Leadership Challenge® - Part 1	February 28	
	MBTI Step 2	March 14	
	Is Your Job a Good Fit?	March 14	
	Dealing with Change	March 21	
	Developing Coaching Skills	March 21	
	Creating a Motivating Environment	March 28	
	The Leadership Challenge® - Part 2	March 28	
	Decision Making	April 4	
	The Leadership Challenge® - Part 3	April 4	
Register	Authentic Leadership	February 28 8:30 am - noon	\$95
Register	The Leadership Challenge® - Part 1	February 28 1:00 pm - 4:30 pm	\$95

Register	Everyday Leadership Series - BILLINGS	8:30 am - 4:30 pm	\$495 + \$108 assessment fee
	Authentic Leadership	March 4	
	The Leadership Challenge® - Part 1	March 4	
	MBTI Step 2	March 5	
	Is Your Job a Good Fit?	March 5	
	Dealing with Change	March 6	
	Developing Coaching Skills	March 6	
	Creating a Motivating Environment	March 7	
	The Leadership Challenge® - Part 2	March 7	
	Decision Making	March 8	
The Leadership Challenge® - Part 3	March 8		
Register	Authentic Leadership - BILLINGS	March 4 8:30 am - noon	\$95
Register	The Leadership Challenge® - Part 1 - BILLINGS	March 4 1:00 pm - 4:30 pm	\$95
Register	MBTI 2 - BILLINGS	March 5 8:30 am - noon	\$95 + \$40 assessment fee
Register	Is Your Job a Good Fit? - BILLINGS	March 5 1:00 pm - 4:30 pm	\$95 + \$68 assessment fee
Register	Effective E-mail Writing	March 6 8:30 am - noon	\$95
Register	Dealing with Change - BILLINGS	March 6 8:30 am - noon	\$95
Register	Developing Coaching Skills - BILLINGS	March 6 1:00 pm - 4:30 pm	\$95
Register	Creating a Motivating Environment - BILLINGS	March 7 8:30 am - noon	\$95
Register	The Leadership Challenge® - Part 2 - BILLINGS	March 7 1:00 pm - 4:30 pm	\$95
Register	Decision Making - BILLINGS	March 8 8:30 am - noon	\$95
Register	The Leadership Challenge® - Part 3 - BILLINGS	March 8 1:00 pm - 4:30 pm	\$95
Register	Process Improvement	March 12 9:00 am - 3:00 pm	\$110
Register	Exploring Emotional Intelligence	March 12 8:30 am - noon	\$95
Register	Writing Clearly & Concisely Part 2	March 14 8:30 am - noon	\$95
Register	MBTI 2	March 14 8:30 am - noon	\$95 + \$40 assessment fee
Register	Is Your Job a Good Fit?	March 14 1:00 pm - 4:30 pm	\$95 + \$68 assessment fee
Register	PowerPoint - Beginning	March 19 9:00 am - 3:00 pm	\$110 + \$10 lab fee
Register	Project Management	March 19 8:30 am - 4:30 pm	\$123
Register	Building Trust in the Workplace	March 19 8:30 am - noon	\$95

Register	Meeting Minutes	March 21 8:30 am - Noon	\$95
Register	Dealing with Change	March 21 8:30 am - noon	\$95
Register	Developing Coaching Skills	March 21 1:00 pm - 4:30 pm	\$95
Register	Creating a Motivating Environment	March 28 8:30 am - noon	\$95
Register	The Leadership Challenge® - Part 2	March 28 1:00 pm - 4:30 pm	\$95
Register	Responsible Customer Service	April 2 8:30 am - noon	\$95
Register	Challenges in Customer Service	April 2 1:00 pm - 4:30 pm	\$95
Register	Self-Aware Manager - Missoula	8:30 am - 4:30 pm	\$495 + \$150 material fee
	Workplace Stressors	April 2	
	Mindfulness in the Workplace	April 2	
	Exploring Emotional Intelligence	April 3	
	Effective Communication Skills	April 3	
	Outward Mindset 1	April 9	
	Outward Mindset 2	April 10	
	Building Trust in the Workplace	April 16	
	Synthesis	April 16	
Register	Workplace Stressors - Missoula	April 2 8:30 am - noon	\$95
Register	Mindfulness in the Workplace - Missoula	April 2 1:00 pm - 4:30 pm	\$95
Register	Writing Clearly and Concisely Part 1	April 3 9:00 am - 3:00 pm	\$110
Register	Basic Purchasing Methods	April 3 8:30 am - 4:30 pm	\$123
Register	Exploring Emotional Intelligence - Missoula	April 3 8:30 am - noon	\$95
Register	Effective Communication Skills - Missoula	April 3 1:00 pm - 4:30 pm	\$95
Register	Decision Making	April 4 8:30 am - noon	\$95
Register	The Leadership Challenge® - Part 3	April 4 1:00 pm - 4:30 pm	\$95
Register	Powerpoint - Advanced	April 9 9:00 am - 3:00 pm	\$110 + \$10 lab fee
Register	Outward Mindset - 2 Day Course - Missoula	April 9 & 10 8:30 am - 4:30 pm	\$195 + \$150 material fee
Register	Advanced Purchasing Methods	April 10 8:30 am - 4:30 pm	\$123

Register	Effective Management Series	8:30 am - 4:30 pm	\$595 + \$100 assessment fee	
	Register	MBTI & Communication	April 11	
	Register	Supervision for the 21st Century	April 11	
	Register	Achieving High Performance	April 18	
	Register	Exploring Emotional Intelligence	April 18	
	Register	Interviewing	April 25	
	Register	Planning	April 25	
	Register	Managing Conflict	May 2	
	Register	Performance Management	May 9	
	Register	Documenting Disciplinary Action	May 9	
Register	Synthesis	May 16		
Register	MBTI & Communication	April 11 8:30 am - noon	\$95 + \$40 MBTI fee	
Register	Supervision for the 21st Century	April 11 1:00 pm - 4:30 pm	\$95	
Register	Building Trust in the Workplace - Missoula	April 16 8:30 am - noon	\$95	
Register	Improving Accountability - Missoula	April 17 9:00 am - 3:00 pm	\$110	
Register	Initiating and Navigating the RFP Process	April 17 8:30 am - 4:30 pm	\$123	
Register	Achieving High Performance	April 18 8:30 am - noon	\$95 + \$40 assessment fee	
Register	Exploring Emotional Intelligence	April 18 1:00 pm - 4:30 pm	\$95	
Register	Developing Coaching Skills	April 23 8:30 am - noon	\$95	
Register	Facilitating Change	April 23 8:30 am - 4:30 pm	\$123	
Register	Contract Management	April 24 8:30 am - 4:30 pm	\$123	
Register	Outward Mindset - 2 Day Course	April 24 & May 1 8:30 am - 4:30 pm	\$195 + \$150 material fee	
Register	Interviewing	April 25 8:30 am - noon	\$95	
Register	Planning	April 25 1:00 pm - 4:30 pm	\$95	
Register	Exploring Emotional Intelligence	April 30 8:30 am - noon	\$95	
Register	Managing Conflict	May 2 8:30 am - 4:30 pm	\$95 + \$20 TKI instrument fee	
Register	Performance Management	May 9 8:30 am - noon	\$95	
Register	Documenting Disciplinary Action	May 9 1:00 pm - 4:30 pm	\$95	