



Professional Development Center

Summer Semester 2016

May June July Aug

	Course Name	Dates & Times	Investment
Register	Creating a Motivating Environment	September 1 8:30 am to 4:30 pm	\$123 + \$10 Clifton Strengths Finder
Register	Developing an Outward Mindset	July 12 8:30 am - 4:30 pm	\$123
Register	Developing Coaching Skills	August 25 8:30 am - 4:30 pm	\$123
Register	Documenting Disciplinary Action	July 28 8:30 am - 4:30 pm	\$123
Register	Documenting Disciplinary Action - Billings	September 28 8:30 am to 4:30 pm	\$123
Register	Effective Communication Skills	August 3 8:30 am - 4:30 pm	\$95
Register	Effective E-mail Writing - Billings	August 30 8:30 am - 12:00 pm	\$95
*	Excel 2010 – Intermediate FULL	July 14 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
*	Excel 2013 – Advanced- FULL	July 28 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Excel 2013 - Intermediate	August 2 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Implementing an Outward Mindset	July 19 8:30 am - 4:30 pm	\$123
Register	Interviewing and Coaching - Billings	September 15 8:30 am to 4:30 pm	\$123
Register	Leadership in Action	August 18 8:30 am - 4:30 pm	\$123
Register	Leading Innovation	July 26 8:30 am - 4:30 pm	\$123
Register	Managing Conflict	August 17 8:30 am - 4:30 pm	\$123 + \$17 TKI Instrument Fee
Register	Managing Conflict - Billings	September 21 8:30 am to 4:30 pm	\$123 + \$17 TKI Instrument Fee
Register	MBTI & Communication	July 14 8:30 am - 4:30 pm	\$123 + \$30 MBTI Fee
Register	MBTI & Communication - Billings	September 14 8:30 am to 4:30 pm	\$123 + \$30 MBTI Fee
Register	MBTI & Communication - Kalispell	July 20 8:30 am - 4:30 pm	\$123 + \$30 MBTI Fee
Register	Meeting Minutes - Billings	August 30 1:00 pm to 4:30 pm	\$95
Register	Mindfulness in the Workplace	August 24 8:30 am - 4:30 pm	\$123
Register	Mindfulness in the Workplace	September 8 8:30 am to 4:30 pm	\$123
Register	Performance Management - Billings	September 22 8:30 am to 4:30 pm	\$123
Register	Performance Management: The Basics	July 21 8:30 am to 4:30 pm	\$123
Register	Remote Management	August 10 8:30 am - 4:30 pm	\$123
Register	State Budget Class	August 4 9:00 am - 3:00 pm	\$110



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<u>Register</u>	Strategic Planning - Billings	September 1 8:30 am - 4:30 pm	\$123
<u>Register</u>	Supervision for the 21st Century - Billings	August 31 8:30 am - 4:30 pm	\$123
<u>Register</u>	Teambuilding	September 22 8:30 am to 4:30 pm	\$123 + \$15 Parker Survey
<u>Register</u>	The Leadership Challenge® - Kalispell	July 12, 13, and 19 8:30 am - 4:30 pm	\$400 + 10% materials fee
<u>Register</u>	The Leadership Challenge® - Bozeman	August 9, 10, 16 8:30 am - 4:30 pm	\$400 + 10% materials fee
<u>Register</u>	Vision and Change	September 15 8:30 am to 4:30 pm	\$123
<u>Register</u>	WARM - Writing Administrative Rules	August 30 8:30 am - 4:30 pm	\$123
<u>Register</u>	Writing Clearly and Concisely	August 2 8:30 am - 12:00 pm	\$95
<u>Register</u>	Writing Job Descriptions	August 11 9:00 am - 3:00 pm	\$110
<u>Register for Billings</u>	Effective Management Series - Billings	8:30 am - 4:30 pm	\$695 + 10% materials fee
	Supervision for the 21st Century	August 31	
	Strategic Planning	September 1	
	MBTI & Communication	September 14	
	Interviewing and Coaching	September 15	
	Managing Conflict	September 21	
	Performance Management	September 22	
	Documenting Disciplinary Action	September 28	
	Synthesis	September 29	
<u>Register</u>	Everyday Leadership Series	8:30 am - 4:30 pm	\$505 + 10% materials fee
	Leadership in Action	August 18	
	Developing Coaching Skills	August 25	
	Creating a Motivating Environment	September 1	



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	Mindfulness in the Workplace	September 8	
	Vision and Change	September 15	
	Teambuilding	September 22	