

The Training Place - Master Training Schedule

Year 2009/2010

As of 2/8/10

Series/Course Titles	Dates	Time	Cost
Communication & Conflict Four-Part Series			
Communication: Plan & Deliver	January 14	8:30-11:30 a.m.	\$150 for series \$45 per class
Communication: Mutual Understanding & Results	February 18	8:30-11:30 a.m.	\$150 for series \$45 per class
Conflict Resolution: Styles & Strategies	April 20	8:30-11:30 a.m.	\$150 for series \$45 per class
Conflict Interaction: Dialogue & Behaviors	May 4	8:30-11:30 a.m.	\$150 for series \$45 per class
Supervisor Development Program			
NEW - Team Lead & Supervisor Readiness	Feb. 23	8:30-11:30 a.m.	\$45
Super Worker to Supervisor	March 2 & 9	8:30-11:30 a.m.	\$45 per class or \$89 for both
Understanding Personalities	Jan. 7, March 23	8:30-11:30 a.m.	\$45
Coaching for Success	Jan. 21 & 28, April 6 & 13	8:30-11:30 a.m.	\$45 per class or \$89 for both
Managing Priorities	Feb. 11, April 27	8:30-11:30 a.m.	\$45
Team Motivation	Feb. 25, May 11	8:30-11:30 a.m.	\$45
Effectively Managing Challenging People	March 11, May 25	8:30-11:30 a.m.	\$45
NEW - Manager Development Program			
Time Management for Time-Crunched Professionals	March 10	8:30-11:30 a.m.	\$45
Strategies for Managing Multiple Departments	April 14	8:30-11:30 a.m.	\$45
Facilitating a Collaborative Work Culture	May 12	8:30-11:30 a.m.	\$45
It Changed Again	June 9	8:30-11:30 a.m.	\$45
NEW - Sales & Service Academy			
101: Customer Experience - Sales	March 30	2-4:30 p.m.	\$45
102: Customer Experience - Service	April 27	2-4:30 p.m.	\$45
103: Customer Experience - Stewardship	May 25	2-4:30 p.m.	\$45
AB 1825 Sexual Harassment Prevention			
	Feb. 19, May 14	9-11:30 a.m.	\$45
NEW - Ergonomics: Creating a Mindful Workplace			
	April 22	8:30-11:30 a.m.	\$45
Computers for Beginners			
Part 1	Feb. 3	2-5 p.m.	\$45
Part 2	Feb. 10	2-5 p.m.	\$45
Part 3	Feb. 17	2-5 p.m.	\$45
Part 4	Feb. 24	2-5 p.m.	\$45

Microsoft Excel 2007			
Beginning	Feb. 8	2-5 p.m.	\$45
Level 1	Feb. 22	2-5 p.m.	\$45
Level 2	March 8	2-5 p.m.	\$45
Level 3	March 22	2-5 p.m.	\$45
Level 4	April 5	2-5 p.m.	\$45
NEW - Microsoft Word 2007			
Beginning Word	March 10	2-5 p.m.	\$45
Intermediate Word	March 24	2-5 p.m.	\$45
NEW - Microsoft Powerpoint 2007			
	April 14	2-5 p.m.	\$45