

LEADERSHIP, MANAGEMENT AND WORKPLACE SKILLS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG
<b>A Coach Approach to Work Performance Feedback</b> Four ½ days	13 - 14 21, 28							
<b>Embracing Conflict: A Systems Approach for Leaders and Teams</b> ½ days		18 - 19						
<b>Elements of Digital Style: Updated Guidelines for Today's Content Editors</b> ½ day		24						
<b>Managing Time, Multiple Priorities &amp; Interruptions</b>		25						
<b>Managing Your Brain for Managers: Neuroscience of Leading Self &amp; Others</b>			4 + 18					
<b>Practical Workplace Negotiation Skills for Everyday Issues</b> ½ days <b>NEW</b>			10 + 17					
<b>Leading at a Distance: Managing Virtual Staff and Teams</b> 1.5 days			11-12					
<b>Strategic Thinking, Planning &amp; Organizational Transformation</b>			12					
<b>Leading for Racial Equity Session 1 of 3: Becoming an Anti-Racist Organization</b>			25					
<b>Management Assessment for Personal Planning &amp; Development</b>			31					
<b>Listening for a Change: Skills for Inclusivity</b>				13				
<b>Communication Strategies for Women in the Workplace</b>				15				
<b>Facilitating by Heart Series</b> (begins in April and runs until Oct )				20-21	18-19		13-14	
<b>Leadership</b>				21				
<b>Leading for Racial Equity Session 2 of 3: Using Racial Equity Decision &amp; Policy Tools</b>				22				
<b>Organizational Performance Measurement</b>				28				
<b>Conducting Fearless Performance Reviews</b>				29				
<b>The Manager's Role in Work Satisfaction and Engagement</b>					5 + 12			
<b>Honoring Our Common Differences: Reflective Actions for Inclusivity</b>					6			
<b>Presenting to Influence</b>					13			
<b>Systems Thinking in a Chaotic World</b>					14			
<b>Leading for Racial Equity Session 3 of 3: Anti-Racist Workforce Development</b>					20			
<b>Communication Skills for Challenging Conversations</b>						2 + 9		
<b>Online Professional Presence : Tips &amp; Techniques for the Virtual You at Work</b> micro class; 1.5 hr. <b>NEW</b>						3		
<b>The Art of Conflict Transformation</b>						8 + 15		
<b>Professional Writing: Effective Workplace Communication</b>						15		
<b>Managing Change Using Project Management Skills</b> 1.5 days						16-17		
<b>Fundamentals of Project Management</b>						23 - 24		
<b>Mid-Level Management Certificate</b> Start any time	See	Website						
<b>Project Management Certificate</b> 5 days			16-18 23-24		11-13 18-19		13-15 20-21	
<b>Strengths Discovery: Building on Talents for Leadership &amp; Team Success</b>							15	
<b>Leading at a Distance: Managing Virtual Staff and Teams</b> 1.5 days							14-15	
<b>A Coach Approach to Work Performance Feedback</b> Four ½ days							21-22, 28	4
<b>Leading Out Loud: Using Story in Communication</b> ½ days								10, 12
<b>Hire the Best: Interviewing Skills for Managers Who Hire</b> ½ day								11
<b>Beyond Coaching: When to Move to the Discipline Process</b> ½ day								11
<b>Intercultural Communication: Foundation for Cultural Competency</b> <b>NEW</b>								5
<b>SPECIAL CLASS FOR PUBLIC MANAGERS</b>								
<b>The Public Management Profession and Environment</b> (Self-paced online. Start any time.)	<<	<<	<<	<<	<<	<<	<<	<<