




December 2009 Training Opportunities

For training opportunities, you will need to register through your Agency Training Contact Person (ATCP)

MON	TUES	WED	THURS	FRI
	<p>1 Leading Effective Meetings 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom 000992/0067</p> <p>Hoosier START -1:00p.m.-2:00p.m. Plan Overview -2:30p.m.-3:30p.m. Enrollment IGCS, Conference Center Room 16, SPD Classroom</p>	<p>2 Preventing Sexual Harassment 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom 000541/1658</p>	<p>3</p>	<p>4 Selection & Interviewing 9:00a.m.-1:00p.m. IGCS, Conference Center Room 16, SPD Classroom 000534/0196 Rescheduled from December 9 SESSION CANCELED</p>
7	<p>8 Evaluating Performance** 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom 002337/0018</p>	<p>9 Project Planning 12:00p.m.-4:00p.m. IGCS, Conference Center Room 16, SPD Classroom 002340/0005 Rescheduled from November 5 SESSION CANCELED</p>	<p>10 Short & Long-Term Disability/Workers' Compensation 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom 000522/0049</p> <p>Conflict Resolution 9:00a.m.-12:00p.m. IGCS, Conference Center Room 17, SPD Classroom 000126/0580</p>	11

14	<p>15 AAP Monitoring Reports 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom 000660/0034</p>	<p>16 Progressive Discipline** 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom 000663/0030</p> <p>Family Medical Leave** 1:00p.m. – 3:00p.m. IGCS, Conference Center Room 16, SPD Classroom 000213/0496</p>	<p>17 Evaluating Performance** 9:00a.m.-12:00p.m. IGCS, Conference Center Room 16, SPD Classroom 002337/0019</p> <p>Mentoring & Motivating** 1:00p.m.-4:00p.m. IGCS, Conference Center Room 16, SPD Classroom 002345/0005</p>	18
21	22	23	<p>24</p> 	<p>25</p> 
28	29	30	31	

**Restricted enrollment to supervisor/manager and HR personnel



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