




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

14	<p>15  <b>AAP Monitoring Reports</b>            9:00a.m.-12:00p.m.            IGCS, Conference Center Room 16, SPD Classroom  <b>000660/0034</b></p>	<p>16  <b>Progressive Discipline**</b>            9:00a.m.-12:00p.m.            IGCS, Conference Center Room 16, SPD Classroom  <b>000663/0030</b></p> <p><b>Family Medical Leave**</b>            1:00p.m. – 3:00p.m.            IGCS, Conference Center Room 16, SPD Classroom  <b>000213/0496</b></p>	<p>17  <b>Evaluating Performance**</b>            9:00a.m.-12:00p.m.            IGCS, Conference Center Room 16, SPD Classroom  <b>002337/0019</b></p> <p><b>Mentoring &amp; Motivating**</b>            1:00p.m.-4:00p.m.            IGCS, Conference Center Room 16, SPD Classroom  <b>002345/0005</b></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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