

We send out confirmation emails about a week before class. If you are a late registrant or do not get this email please let us know so that we can make sure you are on the roster.

CPM Participants – The ASCP and ESCP Electives (the ones listed in green) DO NOT count as elective credit towards the CPM Program.



FY2021 TRAINING CALENDAR

For further information, please contact:

Shondra Houseworth, CPM Director, (601) 359-2715, shondra.houseworth@mspb.ms.gov
 Jennifer Jasper, BSC/HRCP Director, (601) 359-2761, jennifer.jasper@mspb.ms.gov
 Dionne Young, ASCP/ESCP Director, (601) 359-2768, dionne.young@mspb.ms.gov
 Skip King, CPM Electives, (601) 359-2714, skip.king@mspb.ms.gov
 Julia Summers, ASCP/ESCP Electives, (601) 359-2799, julia.summers@mspb.ms.gov

DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
JULY 2020				
6-10	Basic Supervisory Course	8:30-4:00	*30	--
7-9	ASCP Level 2	8:30-4:00	--	--
	CPM Level 3 and 5 Projects Due	--	--	--
20-24	CPM Level 6	8:30-4:00	--	--
	ASCP ELECTIVE CLUSTER 2			
20	• AC-201: Cultural Diversity Part 2	8:30-4:00	--	6
21	• AC-201: Navigating the Road to Success	8:30-11:30	--	3
21	• AC-101: Communicating to Build Relationships	1:00-4:00	--	3
22	• AT-201: Overview of Government Part 2	8:30-11:30	--	3
22	• AC-201: Positive Work Environment	1:00-4:00	--	3
28-30	ASCP Level 3	8:30-4:00	--	--
	CPM ELECTIVE CLUSTER 13			
28	• Advanced Presentation Skills	8:30-4:00	6	--
29	• Team Building: Finding the "I" in Team	8:30-4:00	6	--
30	• Respect in the Workplace	8:30-11:30	3	--
30	• Emotional Intelligence: More than One Kind of Smart	1:00-4:00	3	--
AUGUST 2020				
3-7	CPM Level 1	8:30-4:00	--	--
	ASCP ELECTIVE CLUSTER 1			
3	• AC-201: Writing Advantage for ASCP	8:30-4:00	--	6
4	• AC-101: Cultural Diversity	8:30-4:00	--	6
5	• AC-101: Techniques for Managing Stressful Situations	8:30-11:30	--	3
5	• AC-101: Rights and Responsibilities	1:00-4:00	--	3
6	• AC-201: How to Manage Multiple Priorities	8:30-4:00	--	6
10-14	Basic Supervisory Course	8:30-4:00	*30	--
	CPM ELECTIVE CLUSTER 14			
10	• Decisions, Decisions	8:30-11:30	3	--
10	• Generations at Work	1:00-4:00	3	--
11	• Creating Your Own Personal Brand	8:30-4:00	6	--
11	• Managerial Courage	8:30-4:00	6	--
17-18	• 7 Habits for Highly Effective People	8:30-4:00	12	--
19-20	• 7 Habits for Highly Effective People	8:30-4:00	12	--
13-14	CPM Executive Seminar (for participants in CPM Level 6)	8:30-4:00	--	--
	ASCP ELECTIVE CLUSTER 2			
24	• AC-201: Cultural Diversity Part 2	8:30-4:00	--	6

We send out confirmation emails about a week before class. If you are a late registrant or do not get this email please let us know so that we can make sure you are on the roster.

CPM Participants – The ASCP and ESCP Electives (the ones listed in green) DO NOT count as elective credit towards the CPM Program.

DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
25	• AC-201: Navigating the Road to Success	8:30-11:30	--	3
25	• AC-101: Communicating to Build Relationships	1:00-4:00	--	3
26	• AT-201: Overview of Government Part 2	8:30-11:30	--	3
26	• AC-201: Positive Work Environment	1:00-4:00	--	3
31-Sept 4	CPM Level 2	8:30-4:00	--	--
31-Sept 4	Basic Supervisory Course	8:30-4:00	*30	--
SEPTEMBER 2020				
CPM ELECTIVE CLUSTER 15				
9	• Everything DiSC Workplace	8:30-4:00	6	--
10	• Communicating as a Manager	8:30-4:00	6	--
11	• Advanced Writing for CPM	8:30-4:00	6	--
28-Oct 1	HRCP Level 1	8:30-4:00	--	--
30-Oct 2	ASCP Level 1	8:30-4:00	--	--
OCTOBER 2020				
5-9	Basic Supervisory Course	8:30-4:00	*30	--
5-9	CPM Level 3	8:30-4:00	--	--
ASCP ELECTIVE CLUSTER 1				
13	• Writing Advantage for ASCP	8:30-4:00	--	6
14	• Cultural Diversity	8:30-4:00	--	6
20	• Techniques for Managing Stressful Situations	8:30-11:30	--	3
20	• Rights and Responsibilities	1:00-4:00	--	3
21	• How to Manage Multiple Priorities	8:30-4:00	--	6
CPM ELECTIVE CLUSTER 16				
16	• Leading Through Crisis	8:30-4:00	6	--
20	• Team Building: Finding the "I" in team	8:30-4:00	6	--
21	• Effective Interviewing Part 2	8:30-4:00	6	--
26-30	CPM Level 2	8:30-4:00	--	--
26-28	HRCP Level 2	8:30-4:00	--	--
NOVEMBER 2020				
2-6	Basic Supervisory Course	8:30-4:00	*30	--
4-6	ASCP Level 2	8:30-4:00	--	--
CPM ELECTIVE CLUSTER 17				
2-3	• Crucial Conversations	8:30-4:00	12	--
19	• Advanced Writing	8:30-4:00	6	--
ASCP ELECTIVE CLUSTER 2				
17	• Navigating the Road to Success	8:30-11:30	--	3
17	• Communicating to Build Relationships	1:00-4:00	--	3
18	• Overview of Government Part 2	8:30-11:30	--	3
18	• Positive Work Environment	1:00-4:00	--	3
19	• Cultural Diversity Part 2	8:30-4:00	--	6
30-Dec 4	CPM Level 4	8:30-4:00	--	--
DECEMBER 2020				
7-11	Basic Supervisory Course	8:30-4:00	*30	--
7-9	ASCP Level 3	8:30-4:00	--	--
CPM ELECTIVE CLUSTER 18				
2	• Communicating as a Manager	8:30-4:00	6	--
10	• Advanced Presentation Skills	8:30-4:00	6	--
11	• Advanced Presentation Skills: Teams	8:30-4:00	6	--

We send out confirmation emails about a week before class. If you are a late registrant or do not get this email please let us know so that we can make sure you are on the roster.

CPM Participants – The ASCP and ESCP Electives (the ones listed in green) DO NOT count as elective credit towards the CPM Program.

DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
15	<ul style="list-style-type: none">Respect in the Workplace	8:30-11:30	3	--
15	<ul style="list-style-type: none">Emotional Intelligence: More than One Kind of Smart	1:00-4:00	3	--
16	<ul style="list-style-type: none">Managing Stress with MBTI Strengths	8:30-4:00	6	--
14-16	HRCP Level 3	8:30-4:00	--	--