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FY2018 TRAINING CALENDAR

For further information, please contact:

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[Click Here for Course Descriptions](#)

DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
JULY 2017				
10-14	Basic Supervisory Course	8:30-4:00	*30	--
10-14	CPM Level 1	8:30-4:00	--	--
24-28	CPM Level 4	8:30-4:00	--	--
24-26	ASCP Level 1	8:30-4:00	--	--
AUGUST 2017				
7-11	CPM Level 2	8:30-4:00	--	--
7-9	ESCP Level 4	8:30-4:00	--	--
10-11	PROFESSIONAL DEVELOPMENT CLUSTER 1 • CC-201: 7 Habits for Highly Effective People	8:30-4:00	12	--
14-18	CPM Level 1 (East MS State Hospital)	8:30-4:00	--	--
14 15	PROFESSIONAL DEVELOPMENT CLUSTER 2 • CC-201: Personal Branding • CC-201: Mission Matters: The Value of Meaning in the Workplace	8:30-4:00 8:30-4:00	6 6	-- --
18	CM-101: Performance Development System	8:30-11:30	3	--
21-25	Basic Supervisory Course	8:30-4:00	*30	--
21-23	ASCP Level 2	8:30-4:00	--	--
25	Advanced Writing for the CPM Program	8:30-4:00	6	--
ESCP ELECTIVE CLUSTER 1				
28	• EM-201: Workplace Collaboration (<i>formerly Partnering with Your Boss</i>)	8:30-11:30	--	3
28	• EC-201: Building Your Network	1:00-4:00	--	3
29	• EC-101: Working Smart: How to Get Along, Get Noticed, Get Ahead	8:30-11:30	--	3
29	• EC-101: Your Purpose Pathway: Five Steps along the Way	1:00-4:00	--	3
30	• EC-201: Powerful and Painless Presentation Skills for Support Staff	8:30-4:00	--	6
31	• EC-201: Powerful and Painless Presentation Skills for Support Staff	8:30-4:00	--	6

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DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
31 1	PROFESSIONAL DEVELOPMENT CLUSTER 3 <ul style="list-style-type: none"> CC-201: Everything DiSC Workplace CPM Project Workshop 	8:30-4:00 8:30-4:00	6 6	-- --
SEPTEMBER 2017				
5-7	ESCP Level 5	8:30-4:00	--	--
11-15	Basic Supervisory Course	8:30-4:00	*30	--
11-15	CPM Level 5	8:30-4:00	--	--
11-14	ASCP ELECTIVE CLUSTER 1			
11	<ul style="list-style-type: none"> AC-201: Writing Advantage for ASCP 	8:30-4:00	--	6
12	<ul style="list-style-type: none"> AT-101: Overview of Government Part I 	8:30-11:30	--	3
12	<ul style="list-style-type: none"> AC-101: Rights and Responsibilities 	1:00-4:00	--	3
13	<ul style="list-style-type: none"> AC-101: Techniques for Managing Stressful Situations (formerly Stress Management) 	8:30-11:30	--	3
13	<ul style="list-style-type: none"> AC-101: Cultural Diversity Part I 	1:00-4:00	--	3
14	<ul style="list-style-type: none"> AC-201: How to Manage Multiple Priorities 	8:30-4:00	--	6
18-22	CPM Level 3	8:30-4:00	--	--
25-29	CPM Level 1	8:30-4:00	--	--
25-27	ASCP Level 3	8:30-4:00	--	--
28-29	PROFESSIONAL DEVELOPMENT CLUSTER 4 <ul style="list-style-type: none"> CC-201: Crucial Conversations 	8:30-4:00	12	--
OCTOBER 2017				
	PROFESSIONAL DEVELOPMENT CLUSTER 5			
	CC-201: Critical Career Skills			
2	<ul style="list-style-type: none"> Strategically Networking 	8:30-11:30	3	--
2	<ul style="list-style-type: none"> Surviving Crisis 	1:00-4:00	3	--
3	<ul style="list-style-type: none"> Habits for Success 	8:30-11:30	3	--
5	CT-201: 5 Choices of Extraordinary Productivity	8:30-4:00	6	--
6	CM-101: Performance Development System	8:30-11:30	3	--
9-13	CPM Level 6	8:30-4:00	--	--
	ASCP ELECTIVE CLUSTER 2			
9	<ul style="list-style-type: none"> AC-201: Cultural Diversity Part 2 	8:30-4:00	--	6
10	<ul style="list-style-type: none"> AC-201: Navigating the Road to Success 	8:30-11:30	--	3
10	<ul style="list-style-type: none"> AC-101: Communicating to Build Relationships (formerly Things I Would Like to Tell My Boss) 	1:00-4:00	--	3
11	<ul style="list-style-type: none"> AT-201: Overview of Government Part 2 (formerly Government Updates for ASCP) 	8:30-11:30	--	3
11	<ul style="list-style-type: none"> AC-201: Positive Work Environment 	1:00-4:00	--	3
9-11	HRCF Level 1	8:30-4:00	--	--
16-20	Basic Supervisory Course (Marine Resources)	8:30-4:00	*30	--
	ESCP ELECTIVE CLUSTER 2			
19	<ul style="list-style-type: none"> EC-201: Empowering Yourself for Career Success (formerly Recipe for Success: PIE) 	8:30-11:30	--	3
19	<ul style="list-style-type: none"> EC-201: Leadership at Every Level 	1:00-4:00	--	3
20	<ul style="list-style-type: none"> EM-201: Effective Mentorship (formerly Qualities of a Successful Mentor) 	8:30-4:00	--	6
23-27	Basic Supervisory Course	8:30-4:00	*30	--
23-27	CPM Level 2	8:30-4:00	--	--
	PROFESSIONAL DEVELOPMENT CLUSTER 6			
30	<ul style="list-style-type: none"> CM-201: Working at the Speed of Trust® 	8:30-4:00	6	--
31	<ul style="list-style-type: none"> CC-201: Protecting the Public Trust 	8:30-4:00	6	--
Nov 1	<ul style="list-style-type: none"> CM-201: Grant Writing 	8:30-4:00	6	--
30-Nov 1	ESCP Level 6	8:30-4:00	--	--

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DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
NOVEMBER 2017				
8-9	EC-201: The 7 Habits of Highly Effective People® (ESCP Elective)	8:30-4:00	--	12
9	Advanced Writing for the CPM Program	8:30-4:00	6	--
27-Dec 1	CPM Level 3	8:30-4:00	--	--
DECEMBER 2017				
4-6	HRCF Level 2	8:30-4:00	--	--
6-8	PROFESSIONAL DEVELOPMENT CLUSTER 7			
6	• CM-201: Situational Leadership	8:30-4:00	6	--
7	• CC-201: Crucial Accountability (For Crucial Conversations Graduates Only)	8:30-4:00	6	--
8	• CC-201: Principle Centered Leadership	8:30-4:00	6	--
8	CM-101: Performance Development System	8:30-11:30	3	--
11-15	Basic Supervisory Course	8:30-4:00	*30	--
JANUARY 2018				
8-12	CPM Level 1	8:30-4:00	--	--
16-17	CC-201: 7 Habits for Highly Effective People	8:30-4:00	12	--
PROFESSIONAL DEVELOPMENT CLUSTER 8				
18	• CC-201: Understanding Diversity	8:30-4:00	6	--
22-24	ASCP Level 1	8:30-4:00	--	--
PROFESSIONAL DEVELOPMENT CLUSTER 9				
25	• CC-201: Workplace Investigation/EEOC/EAB	8:30-11:30	3	--
25	• CC-201: Defending Mgmt. Decisions before the EAB/EEOC	1:00-4:00	6	--
26	• CC-201: Defending Mgmt. Decisions before the EAB/EEOC (cont.)	8:30-11:30		
29-31	ESCP Level 4	8:30-4:00	--	--
29-Feb 2	CPM Level 4	8:30-4:00	--	--
FEBRUARY 2018				
5-9	Basic Supervisory Course	8:30-4:00	*30	--
5-9	CPM Level 2	8:30-4:00	--	--
12-14	ASCP Level 2	8:30-4:00	--	--
ESCP ELECTIVE CLUSTER 1				
12	• EC-201 : Powerful and Painless Presentation Skills for Support Staff	8:30-4:00	--	6
13	• EC-201 : Building Your Network	8:30-11:30	--	3
13	• EC-101 : Your Purpose Pathway: Five Steps along the Way	1:00-4:00	--	3
14	• EC-101 : Working Smart: How to Get Along, Get Noticed, Get Ahead	8:30-11:30	--	3
14	• EM-201 : Workplace Collaboration	1:00-4:00	--	3
PROFESSIONAL DEVELOPMENT CLUSTER 10				
20	• CC-201: Everything DiSC Workplace®	8:30-4:00	6	--
21-22	• CC-201: Crucial Conversations	8:30-4:00	12	--
21-23	HRCF Level 3	8:30-4:00	--	--
26-28	ESCP Level 5	8:30-4:00	--	--
26-Mar 2	CPM Level 5	8:30-4:00	--	--
MARCH 2018				
ESCP ELECTIVE CLUSTER 2				
8	• EC-201: Empowering Yourself for Career Success	8:30-11:30	--	3
8	• EC-201: Leadership at Every Level	1:00-4:00	--	3
9	• EM-201: Effective Mentorship	8:30-4:00	--	6

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	ASCP ELECTIVE CLUSTER 1			
12	• AC-201: Writing Advantage for ASCP	8:30-4:00	--	6
13	• AT-101: Overview of Government Part I	8:30-11:30	--	3
13	• AC-101: Rights and Responsibilities	1:00-4:00	--	3
14	• AC-101: Techniques for Managing Stressful Situations (formerly Stress Management)	8:30-11:30	--	3
14	• AC-101: Cultural Diversity Part I	1:00-4:00	--	3
15	• AC-201: How to Manage Multiple Priorities	8:30-4:00	--	6
19-21	ASCP Level 3	8:30-4:00	--	
19-23	CPM Level 3	8:30-4:00	--	--
	PROFESSIONAL DEVELOPMENT CLUSTER 11			
26	• CM-201: Developing Emotional Competencies	8:30-4:00	6	--
27	• CT-201: Effective Interviewing Skills	8:30-4:00	6	--
29	• CC-201: Advanced Presentations Skills	8:30-4:00	6	--
	APRIL 2018			
2-4	HRCP Level 4	8:30-4:00	--	--
5-6	EC-201: The 7 Habits of Highly Effective People® (ESCP Elective)	8:30-4:00	--	12
	PROFESSIONAL DEVELOPMENT CLUSTER 12			
5	• Advanced Writing for the CPM Program	8:30-4:00	6	--
6	• CPM Project Workshop	8:30-4:00	6	--
13	CPM Level 3 Project Submittal Deadline	--	--	--
9-13	Basic Supervisory Course	8:30-4:00	*30	--
9-13	CPM Level 6	8:30-4:00	--	--
120	CM-101: Performance Development System	8:30-11:30	3	--
23-25	ESCP Level 6	8:30-4:00	--	--
	MAY 2018			
1-2	Executive Seminar (for participants in CPM Level 6)	8:30-4:00	14	--
	ASCP ELECTIVE CLUSTER 2			
2	• AC-201: Cultural Diversity Part 2	8:30-4:00	--	6
3	• AC-201: Navigating the Road to Success	8:30-11:30	--	3
3	• AC-101: Communicating to Build Relationships	1:00-4:00	--	3
4	• AT-201: Overview of Government Part 2	8:30-11:30	--	3
4	• AC-201: Positive Work Environment	1:00-4:00	--	3
7-11	Basic Supervisory Course	8:30-4:00	*30	--
	PROFESSIONAL DEVELOPMENT CLUSTER 14			
14	• CT-201: The Public Managers Legal Toolbox	8:30-4:00	6	--
15	• CT-301: The Web of ADA, FMLA, and Workers' Comp Regulations	8:30-11:30	3	--
15	• CT-201: What Public Managers Should Know about the FLSA	1:00-4:00	3	--
16	• CC-201: The Value of Ethics in the Workplace	8:30-11:30	3	--
21-23	HRCP Level 5	8:30-4:00	--	--
	JUNE 2018			

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