

FY2017 TRAINING CALENDAR

For further information, please contact:

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+Cost includes book or instrument

[Click Here for Course Descriptions](#)

| DATE(S) | COURSE TITLE | TIME | CPM Elective Credit | ASCP Elective Credit |
|--------------------|---|------------|---------------------|----------------------|
| JULY 2016 | | | | |
| 11-15 | Basic Supervisory Course | 8:30-4:00 | *30 | -- |
| 11-15 | CPM Level 1 | 8:30-4:00 | -- | -- |
| 18-20 | ASCP Level 3 | 8:30-4:00 | -- | -- |
| 25-29 | CPM Level 4 | 8:30-4:00 | -- | -- |
| 25-27 | PROFESSIONAL DEVELOPMENT CLUSTER 1 | | | |
| 25 | • CC-201: Using MBTI for Enhanced Communication | 8:30-4:00 | 6 | -- |
| 26 | • CM-201: Overcoming the 5 Dysfunctions of a Team | 8:30-11:30 | 3 | -- |
| 26 | • CC-201: Cultural Diversity | 1:00-4:00 | 3 | -- |
| 27 | • CM-201: Speed of Trust® Foundations | 8:30-4:00 | 6 | -- |
| 26-28 | ASCP Level 1 | 8:30-4:00 | -- | -- |
| AUGUST 2016 | | | | |
| 3-5 | HRCP Level 2 | 8:30-4:00 | -- | -- |
| 3-5 | PROFESSIONAL DEVELOPMENT CLUSTER 2 | | | |
| 3 | • CC-201: Mission Matters: The Value of Meaning in the Workplace | 8:30-4:00 | 6 | -- |
| 4 | • CT-201: 5 Choices of Extraordinary Productivity | 8:30-4:00 | 6 | -- |
| 5 | • CC-201: Understanding Different Management Styles | 8:30-11:30 | 3 | -- |
| 5 | • CC-201: Defending Your Decisions in Performance Evaluations | 1:00-4:00 | 3 | -- |
| 8-12 | CPM Level 2 | 8:30-4:00 | -- | -- |
| 10-11 | ASCP LEVEL 3 ELECTIVES FOR JULY 18-20 CLASS | | | |
| 10 | • AT-201: Overview of Government Part 2 (formerly Government Updates for ASCP) | 8:30-11:30 | -- | 3 |
| 10 | • AC-201: Positive Work Environment | 1:00-4:00 | -- | 3 |
| 11 | • AC-201: Navigating the Road to Success | 8:30-11:30 | -- | 3 |
| 11 | • AC-101: Communicating to Build Relationships (formerly Things I Would Like to Tell My Boss) | 1:00-4:00 | -- | 3 |
| 12 | CM-101: Performance Development System | 8:30-11:30 | 3 | |
| 15-17 | ASCP Level 2 | 8:30-4:00 | -- | -- |
| 19 | Advanced Writing for the CPM Program | 8:30-4:00 | 6 | -- |
| 22-26 | Basic Supervisory Course | 8:30-4:00 | *30 | -- |
| 23-26 | PROFESSIONAL DEVELOPMENT CLUSTER 3 | | | |
| 23 | • CC-201: Principle Centered Leadership | 8:30-4:00 | 6 | -- |
| 24 | • CM-201: Situational Leadership | 8:30-4:00 | 6 | -- |
| 25-26 | • CC-201: Crucial Conversations | 8:30-4:00 | 12 | -- |
| 29-Sept 2 | CPM Level 5 | 8:30-4:00 | -- | -- |
| 29-31 | ESCP Level 4 | 8:30-4:00 | -- | -- |

| DATE(S) | COURSE TITLE | TIME | CPM Elective Credit | ASCP Elective Credit |
|-----------------------|---|------------|---------------------|----------------------|
| SEPTEMBER 2016 | | | | |
| 6-8 | ASCP Level 1 | 8:30-4:00 | -- | -- |
| 6-9 | HRCF Level 1 | 8:30-4:00 | -- | -- |
| 6-7 | PROFESSIONAL DEVELOPMENT CLUSTER 4 • CC-201: 7 Habits for Managers | 8:30-4:00 | 12 | -- |
| 12-16 | Basic Supervisory Course | 8:30-4:00 | *30 | -- |
| 19-23 | CPM Level 3 | 8:30-4:00 | -- | -- |
| 19-21 | ASCP Level 3 | 8:30-4:00 | -- | -- |
| 20-21 | PROFESSIONAL DEVELOPMENT CLUSTER 5 | | | |
| 20 | • CT-301: Untangling the Confusing Web of ADA, FMLA, and Workers' Comp Regulations | 8:30-11:30 | 3 | -- |
| 20 | • CT-201: What Public Managers Should Know about the FLSA | 1:00-4:00 | 3 | -- |
| 21 | • CT-201: Effective Interviewing Skills | 8:30-4:00 | 6 | -- |
| 26-30 | CPM Level 1 | 8:30-4:00 | -- | -- |
| 27-29 | ESCP Level 5 | 8:30-4:00 | -- | -- |
| 28-30 | HRCF Level 3 | 8:30-4:00 | -- | -- |
| OCTOBER 2016 | | | | |
| 3-6 | ASCP ELECTIVE CLUSTER 1 | | | |
| 3 | • AC-201: Writing Advantage for ASCP | 8:30-4:00 | -- | 6 |
| 4 | • AT-101: Overview of Government Part I | 8:30-11:30 | -- | 3 |
| 4 | • AC-101: Cultural Diversity Part I | 1:00-4:00 | -- | 3 |
| 5 | • AC-101: Techniques for Managing Stressful Situations (formerly Stress Management) | 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 | CPM Level 6 | 8:30-4:00 | -- | -- |
| 10-12 | PROFESSIONAL DEVELOPMENT CLUSTER 6 | | | |
| 10 | • CC-101: Introduction to Public Speaking | 8:30-4:00 | 6 | -- |
| 11 | • CC-101: Building Your Network | 8:30-11:30 | 3 | -- |
| 11 | • CC-101: Business Etiquette: When Little Things Count in a Big Way | 1:00-4:00 | 3 | -- |
| 12 | • CC-101: Acceleration! Building Your Personal Brand | 8:30-4:00 | 6 | -- |
| 11-13 | ESCP ELECTIVE CLUSTER 1 | | | |
| 11 | • EM-201: Workplace Collaboration (formerly Partnering with Your Boss) | 8:30-11:30 | -- | 3 |
| 11 | • EC-101: Working Smart: How to Get Along, Get Noticed, Get Ahead | 1:00-4:00 | -- | 3 |
| 12 | • EC-201: Building Your Network | 8:30-11:30 | -- | 3 |
| 12 | • EC-101: Your Purpose Pathway: Five Steps along the Way | 1:00-4:00 | -- | 3 |
| 13 | • EC-201: Powerful and Painless Presentation Skills for Support Staff | 8:30-4:00 | -- | 6 |
| 17-19 | ASCP Level 2 | 8:30-4:00 | -- | -- |
| 21 | CM-101: Performance Development System | 8:30-11:30 | 3 | |
| 24-28 | Basic Supervisory Course | 8:30-4:00 | *30 | -- |
| 24-28 | CPM Level 2 | 8:30-4:00 | -- | -- |
| NOVEMBER 2016 | | | | |
| 1-3 | ESCP Level 6 | 8:30-4:00 | -- | -- |
| 1-4 | PROFESSIONAL DEVELOPMENT CLUSTER 8 | | | |
| 1 | • CM-201: Grant Writing | 8:30-4:00 | 6 | -- |
| 2 | • CC-201: Employee Communications: The Critical Link | 8:30-4:00 | 6 | -- |
| 3 | • CT-201: Crisis: When Traditional Communications Won't Work | 8:30-4:00 | 6 | -- |
| 4 | • CC-201: The Value of Ethics for Public Managers | 8:30-11:30 | 3 | -- |

| DATE(S) | COURSE TITLE | TIME | CPM Elective Credit | ASCP Elective Credit |
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| 3-4 | PROFESSIONAL DEVELOPMENT CLUSTER 9 • CC-201: 7 Habits for Highly Effective People | 8:30-4:00 | 12 | -- |
| 4 | Advanced Writing for the CPM Program | 8:30-4:00 | 6 | -- |
| 7-9 | ESCP Level 4 | 8:30-4:00 | -- | -- |
| 7-9 | HRCP Level 2 | 8:30-4:00 | -- | -- |
| 7-10 | CT-301: The Accidental Project Manager | 8:30-4:00 | 21 | -- |
| 14-16 | ASCP Level 3 | 8:30-4:00 | -- | -- |
| 17-18 | ESCP ELECTIVE CLUSTER 2 | | | |
| 17 | • EC-201: Empowering Yourself for Career Success <i>(formerly Recipe for Success: PIE)</i> | 8:30-11:30 | -- | 3 |
| 17 | • EC-201: Leadership at Every Level | 1:00-4:00 | -- | 3 |
| 18 | • EM-201: Effective Mentorship <i>(formerly Qualities of a Successful Mentor)</i> | 8:30-4:00 | -- | 6 |
| 28-Dec 2 | Basic Supervisory Course | 8:30-4:00 | *30 | -- |
| 28-Dec 2 | CPM Level 3 | 8:30-4:00 | -- | -- |
| 28-30 | ASCP ELECTIVE CLUSTER 2 | | | |
| 28 | • AC-201: Cultural Diversity Part 2 | 8:30-4:00 | -- | 6 |
| 29 | • AC-201: Navigating the Road to Success | 8:30-11:30 | -- | 3 |
| 29 | • AC-101: Communicating to Build Relationships <i>(formerly Things I Would Like to Tell My Boss)</i> | 1:00-4:00 | -- | 3 |
| 30 | • AT-201: Overview of Government Part 2 <i>(formerly Government Updates for ASCP)</i> | 8:30-11:30 | -- | 3 |
| 30 | • AC-201: Positive Work Environment | 1:00-4:00 | -- | 3 |
| DECEMBER 2016 | | | | |
| 1-2 | EC-201: The 7 Habits of Highly Effective People® (ESCP Elective) | 8:30-4:00 | -- | 12 |
| 5-9 | Basic Supervisory Course | 8:30-4:00 | *30 | -- |
| 5-7 | ASCP Level 1 | 8:30-4:00 | -- | -- |
| 5-8 | HRCP Level 1 | 8:30-4:00 | -- | -- |
| 13-15 | HRCP Level 4 | 8:30-4:00 | -- | -- |
| 16 | CM-101: Performance Development System | 8:30-11:30 | 3 | |
| JANUARY 2017 | | | | |
| 9-13 | Basic Supervisory Course | 8:30-4:00 | *30 | -- |
| 9-13 | CPM Level 1 | 8:30-4:00 | -- | -- |
| 11-13 | HRCP Level 3 | 8:30-4:00 | -- | -- |
| 17-19 | ASCP Level 2 | 8:30-4:00 | -- | -- |
| 23-24 | Advanced Writing for the CPM Program | 8:30-4:00 | 12 | |
| 23-25 | ESCP Level 5 | 8:30-4:00 | -- | -- |
| 25-26 | PROFESSIONAL DEVELOPMENT CLUSTER 10 • CC-201: Crucial Conversations | 8:30-4:00 | 12 | -- |
| 30-Feb 3 | CPM Level 4 | 8:30-4:00 | -- | -- |
| 31-Feb 3 | ASCP ELECTIVE CLUSTER 1 | | | |
| 31 | • AC-201: Writing Advantage for ASCP | 8:30-4:00 | -- | 6 |
| Feb 1 | • AT-101: Overview of Government Part I | 8:30-11:30 | -- | 3 |
| Feb 1 | • AC-101: Cultural Diversity Part I | 1:00-4:00 | -- | 3 |
| Feb 2 | • AC-101: Techniques for Managing Stressful Situations <i>(formerly Stress Management)</i> | 8:30-11:30 | -- | 3 |
| Feb 2 | • AC-101: Rights and Responsibilities | 1:00-4:00 | -- | 3 |
| Feb 3 | • AC-201: How to Manage Multiple Priorities | 8:30-4:00 | -- | 6 |
| FEBRUARY 2017 | | | | |
| 1-3 | HRCP Level 5 | 8:30-4:00 | -- | -- |
| 6-10 | Basic Supervisory Course | 8:30-4:00 | *30 | -- |
| 6-10 | CPM Level 2 | 8:30-4:00 | -- | -- |

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| 13-15 | PROFESSIONAL DEVELOPMENT CLUSTER 11 | | | |
| 13 | • CC-201: 5 Generations in One Workplace | 8:30-11:30 | 3 | -- |
| 13 | • CC-201: Working with Millennials | 1:00-4:00 | 3 | -- |
| 14 | • CC-301: Emotional Intelligence: A Discovery Workshop | 8:30-4:00 | 6 | -- |
| 15 | • CC-201: Everything DiSC Workplace® | 8:30-4:00 | 6 | -- |
| 17 | CM-101: Performance Development System | 8:30-11:30 | 3 | |
| 22-24 | HRCP Level 2 | 8:30-4:00 | -- | -- |
| 28-Mar 2 | ESCP ELECTIVE CLUSTER 1 | | | |
| 28 | • EC-101 : Working Smart: How to Get Along, Get Noticed, Get Ahead | 8:30-11:30 | -- | 3 |
| 28 | • EM-201 : Workplace Collaboration (<i>formerly Partnering with Your Boss</i>) | 1:00-4:00 | -- | 3 |
| Mar 1 | • EC-201 : Building Your Network | 8:30-11:30 | -- | 3 |
| Mar 1 | • EC-101 : Your Purpose Pathway: Five Steps along the Way | 1:00-4:00 | -- | 3 |
| Mar 2 | • EC-201 : Powerful and Painless Presentation Skills for Support Staff | 8:30-4:00 | -- | 6 |
| MARCH 2017 | | | | |
| 1-3 | HRCP Level 4 | 8:30-4:00 | -- | -- |
| 27-Mar 3 | CPM Level 5 | 8:30-4:00 | -- | -- |
| 6-10 | Basic Supervisory Course | 8:30-4:00 | *30 | -- |
| 7-9 | ASCP Level 3 | 8:30-4:00 | -- | -- |
| 13-15 | PROFESSIONAL DEVELOPMENT CLUSTER 12 | | | |
| 13 | • CC-201: Creating Your Own Personal Brand | 8:30-4:00 | 6 | -- |
| 14-15 | • CC-201: Advanced Presentations Skills | 8:30-4:00 | 12 | -- |
| 20-24 | CPM Level 3 | 8:30-4:00 | -- | -- |
| 21-23 | ASCP ELECTIVE CLUSTER 2 | | | |
| 21 | • AC-201: Cultural Diversity Part 2 | 8:30-4:00 | -- | 6 |
| 22 | • AC-201: Navigating the Road to Success | 8:30-11:30 | -- | 3 |
| 22 | • AC-101: Communicating to Build Relationships (<i>formerly Things I Would Like to Tell My Boss</i>) | 1:00-4:00 | -- | 3 |
| 23 | • AT-201: Overview of Government Part 2 (<i>formerly Government Updates for ASCP</i>) | 8:30-11:30 | -- | 3 |
| 23 | • AC-201: Positive Work Environment | 1:00-4:00 | -- | 3 |
| 27-31 | CPM Level 1 | 8:30-4:00 | -- | -- |
| 28-30 | ASCP Level 1 | 8:30-4:00 | -- | |
| 29-31 | PROFESSIONAL DEVELOPMENT CLUSTER 13 | | | |
| 29 | • CT-201: Workplace Violence: Minimizing the Risk | 8:30-4:00 | 6 | -- |
| 30 | • CT-301: How to Conduct Workplace Investigations | 8:30-11:30 | 3 | -- |
| 30 | • CT-201: Responding to a Charge of Discrimination | 1:00-4:00 | 3 | -- |
| 31 | • CT-201: The Public Manager's Legal Toolbox | 8:30-4:00 | 6 | -- |
| APRIL 2017 | | | | |
| 3-7 | Basic Supervisory Course | 8:30-4:00 | *30 | -- |
| 3-4 | Advanced Writing for the CPM Program | 8:30-4:00 | 12 | |
| 4-6 | ESCP Level 6 | 8:30-4:00 | -- | -- |
| 5-7 | HRCP Level 3 | 8:30-4:00 | -- | -- |
| 10-14 | CPM Level 6 | 8:30-4:00 | -- | -- |
| 11-13 | ASCP Level 2 | 8:30-4:00 | -- | |
| 17-20 | PROFESSIONAL DEVELOPMENT CLUSTER 14 | | | |
| 17 | • CM-201: Crucial Accountability (for Crucial Conversation graduates) | 8:30-4:00 | 6 | -- |
| 20 | • CT-301: Protecting Your Agency's Assets from Fraud | 8:30-11:30 | 3 | -- |
| 20 | • CT-301: Lie to Me: Insight from a Certified Fraud Examiner | 1:00-4:00 | 3 | -- |

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| 18-19 | EC-201: The 7 Habits of Highly Effective People® (ESCP Elective) | 8:30-4:00 | -- | 12 |
| 21 | CM-101: Performance Development System | 8:30-11:30 | 3 | |
| MAY 2017 | | | | |
| 1-5 | CPM Level 2 | 8:30-4:00 | -- | -- |
| 1-3 | HRCP Level 5 | 8:30-4:00 | -- | -- |
| 2-5 | ASCP ELECTIVE CLUSTER 1 | | | |
| 2 | • AC-201: Writing Advantage for ASCP | 8:30-4:00 | -- | 6 |
| 3 | • AT-101: Overview of Government Part I | 8:30-11:30 | -- | 3 |
| 3 | • AC-101: Cultural Diversity Part I | 1:00-4:00 | -- | 3 |
| 4 | • AC-101: Techniques for Managing Stressful Situations (formerly Stress Management) | 8:30-11:30 | -- | 3 |
| 4 | • AC-101: Rights and Responsibilities | 1:00-4:00 | -- | 3 |
| 5 | • AC-201: How to Manage Multiple Priorities | 8:30-4:00 | -- | 6 |
| 8-12 | Basic Supervisory Course | 8:30-4:00 | *30 | -- |
| 9-12 | CT-301: The Accidental Project Manager | 8:30-4:00 | 21 | -- |
| 9-10 | ESCP ELECTIVE CLUSTER 2 | | | |
| 9 | • EC-201: Empowering Yourself for Career Success (formerly Recipe for Success: PIE) | 8:30-11:30 | -- | 3 |
| 9 | • EC-201: Leadership at Every Level | 1:00-4:00 | -- | 3 |
| 10 | • EM-201: Effective Mentorship (formerly Qualities of a Successful Mentor) | 8:30-4:00 | -- | 6 |
| 16-17 | PROFESSIONAL DEVELOPMENT CLUSTER 15 | | | |
| | CC-201: Critical Career Skills | | 9 | -- |
| 16 | • Strategically Networking | 8:30-11:30 | | |
| 16 | • Surviving Crisis | 1:00-4:00 | | |
| 17 | • Habits for Success | 8:30-11:30 | | |
| 23-25 | ASCP Level 3 | 8:30-4:00 | -- | |
| JUNE 2017 | | | | |
| 2 | CM-101: Performance Development System | 8:30-11:30 | 3 | |
| 6-7 | PROFESSIONAL DEVELOPMENT CLUSTER 16 | | | |
| | • CC-201: 7 Habits for Highly Effective People | 8:30-4:00 | 12 | -- |
| 12-16 | Basic Supervisory Course | 8:30-4:00 | *30 | -- |
| 19-23 | CPM Level 3 | 8:30-4:00 | -- | -- |
| 19-21 | ASCP ELECTIVE CLUSTER 2 | | | |
| 19 | • AC-201: Cultural Diversity Part 2 | 8:30-4:00 | -- | 6 |
| 20 | • AC-201: Navigating the Road to Success | 8:30-11:30 | -- | 3 |
| 20 | • AC-101: Communicating to Build Relationships (formerly Things I Would Like to Tell My Boss) | 1:00-4:00 | -- | 3 |
| 21 | • AT-201: Overview of Government Part 2 (formerly Government Updates for ASCP) | 8:30-11:30 | -- | 3 |
| 21 | • AC-201: Positive Work Environment | 1:00-4:00 | -- | 3 |

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