

SPB TRAINING CALENDAR

JANUARY- JUNE 2011

For further information, please contact:

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- ◆ASCP Level I Elective
- ◆◆ASCP Level II Elective
- ◆◆◆ASCP Level III Elective

- *CPM Program Elective Credit
- **CPM Program Elective Credit (Must complete all 4 sessions)
- +Cost includes book or instrument

DATE(S)	COURSE TITLE	TIME	COST	CPM Elective Credit	ASCP Elective Credit
JANUARY					
11	Stress Management “for non-managers” (Jackson) Link	8:30-11:30	\$60	--	◆◆3
11	Rights & Responsibilities “for non-managers” (Jackson) Link	1:00-4:00	\$60	--	◆◆3
12	How to Manage Multiple Priorities “for non-managers” (Jackson) Link	8:30-4:30	\$80	--	◆◆6
13	Advanced Cultural Diversity “for non-managers” (Jackson) Link	8:30-4:30	\$80	--	◆◆6
24-28	CPM Level 3 Link	8:30-4:30	\$300	--	--
FEBRUARY					
2	Time Well Spent “for non-managers” Link	8:30-4:30	\$80	--	◆◆◆6
3	Certified Public Manager Orientation Link	10:00 - 12:00	No Cost	--	--
4	Certified Public Manager Orientation for the Columbus Fire Department, Columbus, MS Link	10:30 - 12:30	No Cost	--	--
7 - 11	CPM Level 1 Link	8:30 - 4:30	\$300	--	--
7	Writing Advantage (Jackson) “for non-managers” Link	8:30-4:30	\$190+	--	◆6
8	Overview of Government Processes (Jackson) “for non-managers” Link	8:30-11:30	\$60	--	◆3
8	Cultural Diversity (Jackson) “for non-managers” Link	1:00-4:00	\$60	--	◆3
9-10	HRCP Module I Link	8:30 - 4:30	\$160		
14-18	Basic Supervisory Course for the Dept. of Human Services Link	8:30- 4:30	\$300	*30	--
14 - 18	CPM Level 1 – Columbus Fire Department, Columbus, MS Link	8:30 - 4:30	\$300	--	--
16	Advanced Writing for the CPM Program Link	8:30 - 4:30	\$190+	*6	--
22	How to Conduct a Training Session	8:30 - 4:30	\$80	*6	
23-25	PROFESSIONAL DEVELOPMENT CLUSTER I				
23	▪ Hot Buttons: Using Personality Type to Manage Conflict	8:30-11:30	\$60	*3	--
23	▪ Employee Engagement	1:00-4:30	\$80+	*3	--
24	▪ Cultural Intelligence Link	8:30-4:30	\$80	*6	--
25	▪ Managerial Courage	8:30-4:30	\$80	*6	--
28-March 4	CPM Level 4 Link	8:30-4:30	\$300		--
MARCH					
1	ASCP Orientation (Jackson) Link	9:00-10:30	No Cost	--	
2	The Growth Coach – Session 1 NEW Link	8:30 - 4:30	\$190	**24	
3	How to Conduct a Training Session – Hattiesburg Link	8:30 - 4:30	\$80	*6	
2-4	ASCP Level 3 (Jackson) Link	8:30-4:30	\$300	--	
7-11	CPM Level 2 Link	8:30-4:30	\$300		--
14-18	Basic Supervisory Course Link	8:30- 4:30	\$300	*30	--
15-17	ASCP Level 1 (Jackson) Link	8:30-4:30	\$300	--	
22-23	The 7 Habits of Highly Effective People Link	8:30-4:30	\$215	*12	--
30	Advanced Writing for the CPM Program- Columbus Fire Department, Columbus, MS Link	8:30 - 4:30	\$190+	*6	--

DATE(S)	COURSE TITLE	TIME	COST	CPM Elective Credit	ASCP Elective Credit
28-April 1	CPM Level 3 for the Dept. of Health (Starkville) Link	8:30-4:30	\$300		--
28-April 1	CPM Level 5 Link	8:30-4:30	\$300		--
APRIL					
5-7	ASCP Level 2 (Jackson) Link	8:30-4:30	\$300	--	
6	Advanced Writing for the CPM Program Link	8:30 - 4:30	\$190+	*6	--
7	Grammar for Professionals (formerly Grownup Grammar) Link	8:30-4:30	\$80	*6	--
8	Receptionists and Switchboard Operators Retreat Library Commission NEW	8:30 - 4:30	\$80	--	--
11-15	CPM Level 3 Link	8:30-4:30	\$300		--
18-22	Basic Supervisory Course for the Dept. of Human Services Link	8:30- 4:30	\$300	*30	--
18-22	CPM Level 2 for the Columbus Fire Dept., Columbus, MS Link	8:30-4:30	\$300		--
26	How to Conduct a Training Session Link	8:30 - 4:30	\$80	*6	
27-28	PROFESSIONAL DEVELOPMENT CLUSTER II				
27	▪ Developing Emotional Competencies Link	8:30-4:30	\$80	*6	--
28	▪ Presenting Yourself Professionally Link	8:30-4:30	\$80	*6	--
MAY					
2-6	Basic Supervisory Course Link	8:30- 4:30	\$300	*30	
4	Motivation /Burnout “for non-managers” (Jackson) Link	8:30-11:30	\$60	--	◆◆◆3
4	Dealing with Difficult Customers “for non-managers” (Jackson) Link	1:00- 4:00	\$60	--	◆◆◆3
5	Public Records Management “for non-managers” (Jackson) Link	8:30-11:30	\$60	--	◆◆◆3
5	Positive Work Environment “for non-managers” (Jackson) Link	1:00-4:00	\$60	--	◆◆◆3
10-12	PROFESSIONAL DEVELOPMENT CLUSTER III				
10	▪ Workplace Violence Prevention Link	8:30-4:30	\$80	*6	--
11	▪ How to Conduct a Workplace Investigation Link	8:30-4:30	\$80	*6	--
12	▪ Promoting and Maintaining a Respectful Work Env. Link	8:30-11:30	\$60	*3	--
16-20	CPM Level 6 Link	8:30-4:30	\$300		--
26 - am 26- pm 27 - am	ASCP Graduate Retreat – Library Commission Theme: “Taking Care of Business and Myself” NEW Link Working Smart: How to Get Along, Get Noticed and Get Ahead! Building Your Network: It is all about Relationships Your Purpose Pathway: Five Steps Along the Way	8:30– 11:30 12:30 – 3:30 8:30 – 11:30	\$90		
JUNE					
1	Stress Management “for non-managers” (Jackson) Link	8:30-11:30	\$60	--	◆◆3
1	Rights & Responsibilities “for non-managers” (Jackson) Link	1:00-4:00	\$60	--	◆◆3
2-3	CPM Executive Seminar (Only for CPM Level 6 participants) Link	8:30-4:30	NO COST	*14	--
2	The Growth Coach – Session 2 NEW Link	8:30 – 4:30	\$190	**24	
2	How to Manage Multiple Priorities “for non-managers” (Jackson) Link	8:30-4:30	\$80	--	◆◆6
3	Advanced Cultural Diversity “for non-managers” (Jackson) Link	8:30-4:30	\$80	--	◆◆6

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