

Professional Development Training Calendar

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TRAINING LINKS

DOC training link

<http://cor.mine.mt.gov/training/default.mcpx>

DOC online training options!

<http://cor.mine.mt.gov/Training/online.mcpx>

Includes:

- Online Training Center Courses
- DOC Courses
 - New Employee Orientation
 - Contract Liaison Training
 - OMIS/YMS
 - NIC Learning Center Link
- Other State Agency On-Line Training
 - Code of Ethics
 - Voice Mail Training
 - Montana Notary Training
 - Retirement Webinars
- FEMA Training Links

Check out the following as well:

<http://pdc.mt.gov/default.mcpx>

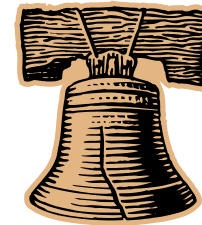
http://rmtdweb.doa.mt.gov/rmtd/RMTD_CTIS_TRAINING.training_monthly_list

<http://nicic.gov/Training/>

<http://www.tapartnership.org/events/webinars/>

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JULY 2012



July 2012	Time	Course	Location	Post Agency/Instructor(s)	Hours	Cost
18-20	8am-5pm	2012 Northwest Alcohol & Substance Abuse Conference	Boise, Idaho	www.northwestalcoholconference.org		\$189
26-27	9am-4pm	How to Communicate with Tact & Professionalism	Billings, Montana	Fred Pryor Seminars	6	\$299

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AUGUST 2012



August 2012	Time	Course	Location	Post Agency/Instructor(s)	Hours	Cost
21	9am-4pm	Managing Emotions Under Pressure	Billings, Montana	Fred Pryor Seminars	6	\$149
21-22	8am-5pm	Street Survival	Billings, Montana	Calibre Press	16?	\$215

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September 2012



September 2012	Time	Course	Location	Post Agency/Instructor(s)	Hours	Cost
11	9am-4pm	Managing Multiple Priorities, Projects & Deadlines	Billings, Montana	Fred Pryor Seminars	6	\$99
11-12	9am-4pm each day	How to Communicate with Tact & Professionalism	Missoula, Montana	Fred Pryor Seminars	12	\$299
18-19	9am-4pm each day	How to Communicate with Tact & Professionalism	Bozeman, Montana	Fred Pryor Seminars	12	\$299
20-21	9am-4pm each day	How to Communicate with Tact & Professionalism	Helena, Montana	Fred Pryor Seminars	12	\$299
25	9am-4pm	Making the Transition from Staff to Supervisor	Missoula, Montana	Fred Pryor Seminars	6	\$199
26	9am-4pm	Making the Transition from Staff to Supervisor	Helena, Montana	Fred Pryor Seminars	6	\$199
27	9am-4pm	Essential Skills for the First Time Manager or Supervisor	Billings, Montana	Fred Pryor Seminars	6	\$199
27	9am-4pm	Making the Transition from Staff to Supervisor	Bozeman, Montana	Fred Pryor Seminars	6	\$199

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December 2011



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1	8:30am-4:30pm	Managing Conflict	Missoula	PDC	6	
1-2	8:30am-4:30pm(1) 8:30am-12:00pm(2)	WARM: Writing Administrative Rules	Helena	PDC	10	
5-9	8:00am -5:00pm	Essential Skills for New Supervisors	Deer Lodge	Various	40	
6	8:30am-4:30pm	Approaching Supervision	Helena	PDC	6	
6	9:00am-3:00pm	Intermediate Excel 2007	Helena	PDC	4	
6-7	8:00am -5:00pm	PBS Facility Improvement Plan	PHYCF	Akin Fadeyi	14	
6-7	1:00pm-4:30pm (6) 8:30am-12:00pm(7)	Contemporary Writing Skills	Helena	PDC	7	
7	8:30am-12:00pm	Records and Information Management	Helena	PDC	3	
8	8:30am-4:30pm	Media Relations	Helena	PDC	6	
9	9:00am-12:00pm	State Ethics Law	Helena	PDC	3	
13	8:00am-4:00pm	Tribal Relations Training	Helena	Indian Affairs	7	
13	9:30am-11:30am	A/C All Staff	PHYCF	Jeff Holland & Steve Ray	2	
13-16	8:30am-4:30pm	Effective Presentations	Helena	PDC	22	
14	8:30am-12:00pm	Documenting Disciplinary Action	Helena	PDC	3	
15	9:30am-11:30am	D/E All Staff	PHYCF	Jeff Holland & Steve Ray	2	
20	8:30am-4:30pm	Delicate Balance: Privacy and Right to Know	Helena	PDC	6	
20	8:30am-4:30pm	Beginner PowerPoint 2007	Helena	PDC	6	
20	Noon-2:00pm & 2:00pm-4:00pm	PBS Related Training	PHYCF	Jeff Holland	2	
22	Noon-2:00pm & 2:00pm-4:00pm	PBS Related Training	PHYCF	Jeff Holland	2	
27	10:00am-11:00am	Safety & Training Committee	PHYCF	Jeff Holland	2	

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January 2012



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9	9am-4pm	The Essentials of HR Law 2012	Billings, Montana	Fred Pryor Seminars	6	\$149
10	9am-3pm	Intermediate Excel 2007	Helena, Montana	PDC	5	\$105
11	8:30am-12pm	Meeting-Ful Minutes	Helena, Montana	PDC	3.5	\$93
11	8am-12pm	Avoiding Offender Manipulation	Billings, Montana	Curt Swenson	4	Free
11, 18, 25, Feb 1, 7, 8, 14 & 15	8:30am-4:30pm each day	Essentials of Management	Helena, Montana	PDC	42	\$565
11, 19 & 27	10am-12pm each day	Righting Your Writing	Helena, Montana	PDC	6	\$135
12	8:30am-4:30pm	The State Budget Process	Helena, Montana	PDC	7	\$120
17-19	8am-5pm	Investment in Excellence – Phase I	DOCTC-Deer Lodge, MT	Lisa Hunter	24	\$241 +S&H
18	9am-4pm	Communication Skills for Women	Billings, Montana	Fred Pryor Seminars	6	\$149
20	10am-3pm	Defensive Driving	Helena, Montana	RMTD-John Duezabou	4	Free
23	9am-4pm	Managing Multiple Priorities, Projects & Deadlines	Missoula, Montana	Fred Pryor Seminars	6	\$99
24	9am-4pm	Managing Multiple Priorities, Projects & Deadlines	Helena, Montana	Fred Pryor Seminars	6	\$99
25	9am-4pm	Managing Multiple Priorities, Projects & Deadlines	Bozeman, Montana	Fred Pryor Seminars	6	\$99
26	9am-3pm	Intermediate Word 2007	Helena, Montana	PDC	5	\$105
26	9am-4pm	Managing Multiple Priorities, Projects & Deadlines	Great Falls, Montana	Fred Pryor Seminars	6	\$99

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February 2012



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7	8:30am-4:30pm	Remote Management	Helena, Montana	PDC	7	\$120
7-9	8am-5pm	Investment in Excellence-Phase II	DOCTC-Deer Lodge, MT	Lisa Hunter	16	
8	8:30am-4:30pm	Exploring Emotional Intelligence	Helena, Montana	PDC	7	\$120
8	8:30am-4:30pm	A Delicate Balance: Privacy & the Right to Know	Missoula, Montana	PDC	7	\$156
9	8:30am-12pm	Documenting Disciplinary Action	Missoula, Montana	PDC	3.5	\$93
9	9am-3pm	Beginning MS Excel	Helena, Montana	PDC	5	\$105
14	8:30am-12pm	All Kidding Aside: Preventing Harassment	Helena, Montana	PDC	3.5	\$93
15	8am-4pm	Women in Corrections	Montana State Prison	Tracy Napier & Lisa Hunter	6	Free
15	6am-10am & 10am-2pm	First Aid Refresher	Montana State Prison	MSP/DOC Instructors	4	Free
15	8:30am-5pm	Non Violent Crisis Intervention-CPI	RYCF	Dan Kissner	7.5	Free
15-17	8am-5pm	CP&R Facilitator Course	DOC Training Center	Rae Forseth	24	\$5.00
16	8am-12pm & 12pm-4pm	First Aid Refresher	Montana State Prison	MSP/DOC Instructors	4	Free
17	8:30am-4:30pm	Writing Job Descriptions	Helena, Montana	PDC	7	\$100
21	9am-4pm	Human Resources for Anyone with Newly Assigned HR Responsibilities	Billings, Montana	Fred Pryor Seminars	6	\$199
21	10am-3pm	Defensive Driving	Helena, Montana	RMTD-Helena	4	Free
22	8:30am-12pm	Coping with the Angry Public	Helena, Montana	PDC	3.5	\$93
22, 23, 29, March 6, 7 & 14	8:30am-4:30pm	Basics of Management	Helena, Montana	PDC	42	\$435
23	8am-12pm	Crime Scene Preservation	Montana State Prison	DOC Investigation Staff	4	Free
27-March 2	8am-5pm	Safety Fest	Billings, Montana	Safety Fest	Varies	Free
28	2pm-6pm	Crime Scene Preservation	Montana State Prison	DOC Investigation Staff	4	Free
29	8:30am-4:30pm	Approaching Supervision	Helena, Montana	PDC	7	\$120
29	10am-12pm	Robert's Rules of Order	On-Line	PDC	2	\$77
29	10am-1pm & 2pm-5pm	Weapons Familiarization	Montana State Prison	MSP Instructors	3	Free

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March 2012



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1	9am-3pm	Intermediate MS Excel 2007	Helena, Montana	PDC	5	\$105
1	6am-9am & 10am-1pm	Weapons Familiarization	Montana State Prison	MSP Instructors	3	Free
2	6am-9am	Weapons Familiarization	Montana State Prison	MSP Instructors	3	Free
5	8am-11am & 2pm-5pm	Weapons Familiarization	Montana State Prison	MSP Instructors	3	Free
5-9	8am-5pm	2012 MNOA Annual Conference	Bozeman, Montana	MNOA	Various	\$100
6-9	8am-5pm	Effective Communication (Motivational Interviewing)	Billings, Montana	Rae Forseth	32	\$20 (approx)
7	8:30am-12pm	Montana's Wrongful Discharge Act	Helena, Montana	PDC	3.5	\$132
7	10am-2pm	Avoiding Offender Manipulation	Montana State Prison	Lisa Hunter & Dave Garcia	4	Free
8	6am-10am	Avoiding Offender Manipulation	Montana State Prison	Don May & Tom Bolton	4	Free
8 – 9	8:30am-4:30pm (8 th) 8:30am-12pm (9 th)	WARM: Writing Administrative Rules of MT	Helena, Montana	PDC	10.5	\$156
14	8:30am-12pm	Records & Information Management	Helena, Montana	PDC	3.5	\$72
14	8am-12pm	Crime Scene Preservation	Montana State Prison	DOC Investigation Staff	4	Free
15	10am-2pm	True Colors	Montana State Prison	Lisa Hunter	4	Free
19-23	8am-5pm	Basic Instructor Development	DOC Training Center	Lisa Hunter	40	\$20
20-21	9am-4pm	Management & Leadership Skills for 1 st Time Supervisors & Managers	Helena, Montana	National Training Seminars	6	\$299
21	8:30am-4:30pm	Supervising Performance Improvement	Helena, Montana	PDC	7	\$120
21	8:30am-4:30pm	Working with Difficult Colleagues	Helena, Montana	PDC	7	\$120
22	9am-3pm	Advanced MS Excel	Helena, Montana	PDC	5	\$105
21	9am-4pm	Management Skills for Secretaries	Billings, Montana	Fred Pryor Seminars	6	\$199
22-23	9am-4pm	Management & Leadership Skills for 1 st Time Supervisors & Managers	Missoula, Montana	National Training Seminars	6	\$299
23	9am-12pm	State Ethics Law	Helena, Montana	PDC	3	\$82
27	9am-4pm	Dealing with Difficult People	Great Falls, Montana	Fred Pryor Seminars	6	\$149
27, 28, 29 & 30	8:30am-4:30pm (27-29); 8:30am-12pm(30)	Effective Presentations	Helena, Montana	PDC	24.5	\$239
28	9am-4pm	Dealing with Difficult People	Bozeman, Montana	Fred Pryor Seminars	6	\$149
29	8:30am-4:30pm	Ethical Issues in Public Service	Billings, Montana	PDC	7	\$120
29	8:30am-12pm	All Kidding Aside: Preventing Harassment	Helena, Montana	PDC	3.5	\$93
29	9am-4pm	Dealing with Difficult People	Missoula, Montana	Fred Pryor Seminars	6	\$149

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Annual 2012



April 2012	Time	Course	Location	Post Agency/Instructor(s)	Hours	Cost
4	8:30am-12pm	Meeting-Ful Minutes	Helena, Montana	PDC	3.5	\$93
4, 5, 10, 12, 17 & 18	8:30am-4:30pm each day	Basics of Management	Helena, Montana	PDC	42	\$435
5	8:30am-4:30pm	Managing Conflict	Great Falls, Montana	PDC	7	\$120
11	9am-4pm	Office & Personal Security	DOC Training Center	Lisa Hunter & Don May	6	Free
11		Verbal Judo: Excellence in Tactical Communications	Billings, Montana	Code 4		\$99
11	8:30am-4:30pm	Investigating Personnel Issues	Helena, Montana	PDC	7	\$120
11	9am-3pm	Beginning Excel	Helena, Montana	PDC	5	\$105
11	9am-3pm	Basic Purchasing Methods & Issues	Helena, Montana	PDC	5	\$35
11-13	8am-5pm	Drug Court Conference	Billings, Montana	MT Board of Crime Control	24	Free
12-13	8am-5pm	Grants Training	Great Falls, Montana	Grant Writing USA	16	\$425
17-19	8am-5pm	Staff Supervision-Nuts & Bolts	DOC Training Center	DOC HR Department	24	Free
19, 25, May 3, 10 & 15	8:30am-4:30pm	Principles of Upper Management	Helena, Montana	PDC	42	\$435
19	8:30am-4:30pm	Advanced Purchasing Methods & Procedures	Helena, Montana	PDC	7	\$35
19	8:30am-4:30pm	Beginning Powerpoint 2007	Helena, Montana	PDC	7	\$120
23	10am-2pm	Multi-Generational Workforce	DOC Training Center-Deer Lodge	Lisa Hunter	4	Free
25	8:30am-4:30pm	Approaching Supervision	Great Falls, Montana	PDC	7	\$120
26	8am-5pm	Human Trafficking Workshop	Kalispell, Montana	Flathead Coalition Against Human Trafficking/register at: www.doyouknowlacy.com	8	
30	8:00am-4:30pm	The Bullet Proof Mind: Mental Preparation for Combat	Billings, Montana	Code 4	7	\$99
30-May 4	8am-5pm	2012 NWGIA Spring Conference	Spokane, Washington	NWGIA	24	\$275

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May 2012



May 2012	Time	Course	Location	Post Agency/Instructor(s)	Hours	Cost
1, 2, 10, 16, 17, 22 & 23	8:30-4:30pm each day	Essentials of Management 2	Helena, Montana	PDC	49	\$495
1, 9 & 17	9:30am-12pm each day	Righting Your Writing	Helena, Montana	PDC	7.5	\$147
2	8:30am-4:30pm	A Delicate Balance: Privacy & the Right to Know	Helena, Montana	PDC	7	\$156
2	9am-3pm	Intermediate Excel 2007	Helena, Montana	PDC	5	\$105
3	10am-3pm	Defensive Driving	DOC Training Center	RMTD-John Duezabou	4	Free
3	8:30am-4:30pm	Initiating & Navigating the RFP Process	Helena, Montana	PDC	7	\$35
8	8:30am-4:30pm	Approaching Supervision	Missoula, Montana	PDC	7	\$120
8-9	8am-5pm	Advanced Incident Command System (ICS-400)	Bozeman, Montana	FEMA	14	Free
10-11	9am-4pm	Fundamentals of Project Management	Billings, Montana	Fred Pryor Seminars	12	\$299
15-16	8am-5pm	Group Crisis Intervention	Missoula, Montana	Carol Staben Burroughs	14	\$100
18	9am-4pm	Making the Transition from Staff to Supervisors	Billings, Montana	Fred Pryor Seminars	6	\$149
21	9am-4pm	Exceptional Customer Service	Missoula, Montana	Fred Pryor Seminars	6	\$179
21-25	8am-5pm	Essential Skills for New Supervisors	PHYCF-Mile s City	Lisa Hunter & Rae Forseth	40	
22	9am-4pm	Exceptional Customer Service	Helena, Montana	Fred Pryor Seminars	6	\$179
23	9am-3pm	Advanced Excel	Helena, Montana	PDC	5	\$105
23	9am-4pm	Exceptional Customer Service	Bozeman, Montana	Fred Pryor Seminars	6	\$179
23, 24, 30, June 5, 6, 12, 13 & 19	8:30am-4:30pm each day	Essentials of Management	Helena, Montana	PDC	56	\$565
24	8:30am-12pm	All Kidding Aside: Preventing Harassment	Helena, Montana	PDC	3.5	\$93
24	8am-4pm	Putting Abilities to Work	Helena, Montana	PDC	6	\$50
24-25	8am-5pm	Culture Based Mental Health Perceptions of Native Americans	Missoula, Montana	Elk River Cultural Connections	12	\$50
30	8:30am-4:30pm	Advanced Powerpoint 2007	Helena, Montana	PDC	7	\$120
30-June 1	8am-5pm	CP&R Facilitator Course	Helena, Montana	Rae Forseth	24	\$5.00

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JUNE 2012

June 2012	Time	Course	Location	Post Agency/Instructor(s)	Hours	Cost
7	8:30am-4:30pm	Effective Disciplinary Action	Missoula, Montana	PDC	7	\$120
8	8:30am-12pm	Montana's Wrongful Discharge Act	Missoula, Montana	PDC	3.5	\$132
12	8:30am-4:30pm	Working with Difficult Colleagues	Helena, Montana	PDC	7	\$120
12	8:30am-4:30pm	Supervising Performance Improvement	Billings, Montana	PDC	7	\$120
13	8:30am-12pm	Creating a Motivating Environment	Billings, Montana	PDC	3.5	\$93
13	8:30am-12pm	Documenting Disciplinary Action	Helena, Montana	PDC	3.5	\$93
21	8:30am-12pm	Records & Information Management	Helena, Montana	PDC	3.5	\$72
22	9am-12pm	State Ethics Law	Helena, Montana	PDC	3	\$82
26-27	8:30am-4:30pm	WARM: Writing Administrative Rules of Montana	Helena, Montana	PDC	10.5	\$156
26, 27, 28 & 29	8:30am-4:30pm	Effective Presentations	Helena, Montana	PDC	24.5	\$239

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