

2017 COURSE SCHEDULE

*As of 12/29/16

Please note that you must pre-register to attend these courses. Your enrollment is NOT confirmed until you receive an e-mail confirmation from HR Employee Training & Development.

1 JANUARY			
1/9/17 ♦	PER172 Exploring Diversity and Individual Differences	8:30 a.m. – 3:30 p.m.	\$75
1/10/17	PER17 Managing Time Effectively	8:30 a.m. – 12:30 p.m.	\$40
1/11/17 ♦	PER199 Emotional Intelligence & Leadership	9:00 a.m. – 4:00 p.m.	\$75
1/17/17 ♦	PER177 So Now You're the Supervisor	8:30 a.m. – 4:00 p.m.	\$75
1/18/17	PER190 Valuing Generational Differences in Your Team	1:00 p.m. – 5:00 p.m.	\$40
1/24/17 ♦	PER122 Situational Leadership	8:30 a.m. – 5:00 p.m.	\$110
1/26/17 ♦	PER136 Solving Problems and Making Effective Decisions	8:30 a.m. – 3:00 p.m.	\$75
2 FEBRUARY			
2/1/17 ♦	PER121 Government Ethics for Supervisors	8:30 a.m. – 12:30 p.m.	\$40
2/8/17 ♦	PER201 Managing Employee Performance	8:30 a.m. – 12:30 p.m.	\$40
2/13/17 ♦	PER127 Working Toward Effective Solutions: Dealing with Conflict	8:30 a.m. – 12:30 p.m.	\$40
2/15/17	PER 91 Mastering Change	1:00 p.m. – 5:00 p.m.	\$40
2/23/17	PER202 Emotional Intelligence in the Workplace	8:30 a.m. – 12:30 p.m.	\$40
2/27/17	PER182 Managing Conflict and Working Relationships Effectively	1:00 p.m. – 5:00 p.m.	\$40
2/28/17 ♦	PER169 Effectively Leading Change Initiatives	1:00 p.m. – 5:00 p.m.	\$40
3 MARCH			
3/1/17 ♦	PER196 Personality Type and Leader Development	8:30 a.m. – 12:30 p.m.	\$40
3/2/17	PER191 Customer Service Excellence for Diverse Populations	8:30 a.m. – 12:30 p.m.	\$40
3/7/17 ♦	PER194 Challenging Conversations	8:30 a.m. – 4:00 p.m.	\$75
3/8/17	PER154 Redesigning Workflow: Business Process Redesign	8:30 a.m. – 3:00 p.m.	\$75
3/14/17	PER152 Understanding Personality Type in the Workplace	8:30 a.m. – 12:30 p.m.	\$40
3/15/17 ♦	PER186 Leading Productive Meetings	8:30 a.m. – 12:30 p.m.	\$40
3/20/17 ♦	PER195 Goal Setting for Supervisors	8:30 a.m. – 4:00 p.m.	\$75

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4 APRIL			
4/3/17 ♦	PER151 No Cost/Low Cost Ways to Increase Employee Satisfaction	8:30 a.m. – 12:30 p.m.	\$40
4/4/17	PER111 Effective Communication Skills	8:30 a.m. – 12:30 p.m.	\$40
4/10/17	PER188 Write On! Effective Email, Letters and Reports	8:30 a.m. – 3:30 p.m.	\$75
4/11/17♦	PER120 Effective Communication Skills for Supervisors	8:30 a.m. – 12:30 p.m.	\$40
4/19/17♦	PER200 Coaching and Developing Employees	8:30 a.m. – 12:30 p.m.	\$40
4/24/17♦	PER197 Personality Type and Leader Communication	8:30 a.m. – 12:30 p.m.	\$40
5 MAY			
5/3/17 ♦	PER123 Planning and Organizing for Supervisors	8:30 a.m. – 3:00 p.m.	\$75
5/4/17 ♦	PER136 Solving Problems and Making Effective Decisions	8:30 a.m. – 3:00 p.m.	\$75
5/16/17	PER187 Write On! Grammar and Punctuation Made Easy *Farmington Hills Conference Room	8:30 a.m. – 3:30 p.m.	\$75
5/17/17♦	PER198 Personality Type & Leader Problem Solving	8:30 a.m. – 12:30 p.m.	\$40
5/23/17	PER165 Taking Charge of Stress	8:30 a.m. – 12:30 p.m.	\$40
5/23/17	PER115 Assisting the Difficult Client	1:00 p.m. – 5:00 p.m.	\$40
6 JUNE			
6/1/17	PER167 Managing Conflict Using Personality Type	9:00 a.m. – 4:00 p.m.	\$75
6/6/17 ♦	PER203 Conducting Performance Appraisals	8:30 a.m. – 12:30 p.m.	\$40
6/8/17	PER-10 Making Effective Presentations	8:30 a.m. – 4:00 p.m.	\$40
6/14/17♦	PER199 Emotional Intelligence & Leadership	9:00 a.m. – 4:00 p.m.	\$75
6/21/17	PER166 Compassion Fatigue: The Cost of Caring	8:30 a.m. – 12:30 p.m.	\$40
6/22/17♦	PER172 Exploring Diversity and Individual Differences	8:30 a.m. – 3:30 p.m.	\$75
6/27/17♦	PER177 So Now You're the Supervisor	8:30 a.m. – 4:00 p.m.	\$75
6/29/17	PER154 Redesigning Workflow: Business Process Redesign	8:30 a.m. – 3:00 p.m.	\$75
7 JULY			
7/12/17♦	PER121 Government Ethics for Supervisors	8:30 a.m. – 12:30 p.m.	\$40
7/13/17	PER190 Valuing Generational Differences in Your Team	1:00 p.m. – 5:00 p.m.	\$40
7/19/17♦	PER122 One Leadership Style Does Not Fit All: Situational Leadership for Supervisors	8:30 a.m. – 5:00 p.m.	\$110
7/25/17	PER182 Managing Conflict and Working Relationships Effectively	1:00 p.m. – 5:00 p.m.	\$40
7/27/1 ♦	PER127 Working Toward Effective Solutions: Dealing with Conflict	8:30 a.m. – 12:30 p.m.	\$40

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8 AUGUST			
8/4/17 ♦	PER123 Planning and Organizing for Supervisors	8:30 a.m. – 3:00 p.m.	\$75
8/8/17 ♦	PER201 Managing Employee Performance	8:30 a.m. – 12:30 p.m.	\$40
8/10/17	PER-17 Managing Time Effectively	1:00 p.m. – 5:00 p.m.	\$40
8/22/17	PER 91 Mastering Change	8:30 a.m. – 12:30 p.m.	\$40
8/24/17	PER202 Emotional Intelligence in the Workplace	8:30 a.m. – 12:30 p.m.	\$40
9 SEPTEMBER			
9/7/17 ♦	PER195 Goal Setting for Supervisors	8:30 a.m. – 4:00 p.m.	\$75
9/12/17	PER188 Write On! Effective Email, Letters and Reports <i>*Royal Oak Conference Room</i>	8:30 a.m. – 3:30 p.m.	\$75
9/14/17 ♦	PER169 Effectively Leading Change Initiatives	8:30 a.m. – 12:30 p.m.	\$40
9/15/17 ♦	PER196 Personality Type and Leader Development	8:30 a.m. – 12:30 p.m.	\$40
9/19/17	PER152 Understanding Personality Type in the Workplace	8:30 a.m. – 12:30 p.m.	\$40
9/25/17 ♦	PER186 Leading Productive Meetings	8:30 a.m. – 12:30 p.m.	\$40
9/26/17 ♦	PER151 No Cost/Low Cost Ways to Increase Employee Satisfaction	8:30 a.m. – 12:30 p.m.	\$40
10 OCTOBER			
10/10/17	PER-10 Making Effective Presentations	8:30 a.m. – 4:00 p.m.	\$75
10/11/17	PER187 Write On! Grammar and Punctuation Made Easy <i>*Royal Oak Conference Room</i>	8:30 a.m. – 3:30 p.m.	\$75
10/12/17 ♦	PER120 Effective Communication Skills for Supervisors	8:30 a.m. – 12:30 p.m.	\$40
10/16/17 ♦	PER194 Challenging Conversations	8:30 a.m. – 4:00 p.m.	\$75
10/17/17	PER191 Customer Service Excellence for Diverse Populations	1:00 p.m. – 5:00 p.m.	\$40
10/24/17	PER115 Assisting the Difficult Client	8:30 a.m. – 12:30 p.m.	\$40
10/26/17♦	PER197 Personality Type and Leader Communication	8:30 a.m. – 12:30 p.m.	\$40
11 NOVEMBER			
11/9/17	PER111 Effective Communication Skills	1:00 p.m. – 5:00 p.m.	\$40
11/14/17 ♦	PER200 Coaching and Developing Employees	8:30 am. – 12:30 p.m.	\$40
11/17/17	PER166 Compassion Fatigue: The Cost of Caring	8:30 am. – 12:30 p.m.	\$40
12 DECEMBER			
12/1/17 ♦	PER198 Personality Type & Leader Problem Solving	8:30 a.m. – 12:30 p.m.	\$40
12/4/17 ♦	PER203 Conducting Performance Appraisals	8:30 a.m. – 12:30 p.m.	\$40
12/5/17	PER167 Managing Conflict Using Personality Type	9:00 a.m. – 4:00 p.m.	\$75
12/13/17	PER165 Taking Charge of Stress	1:00 p.m. – 5:00 p.m.	\$40