

## January 2013

8-9	<i>Conflict Management (CM)</i>	9AM-4PM	WVSTC-Capitol Room
10	<i>Managing and the Law (M&amp;L)</i>	9AM-4PM	WVSTC-Capitol Room
24	<i>Introduction to Adult Learning (AL)</i>	10AM-3PM	WVSTC-Capitol Room
29	<i>Discipline and Documentation (D&amp;D)</i>	9AM-4PM	WVSTC-Capitol Room
30	<i>Employee Performance Appraisal I: Policy and Forms (EPA I)</i>	9AM-NOON	WVSTC-Capitol Room
31	<i>Personnel Management in State Government (PMSG)</i>	9AM-4PM	WVSTC-Capitol Room

## February 2013

5	<i>Providing Exceptional Customer Service (PECS)</i>	9AM-NOON	WVSTC-Regents Room
5	<i>Dealing with Upset and Angry Customers (DUAC)</i>	1PM-4PM	WVSTC-Regents Room
5-6	<i>Coaching and Developing Employee Performance (CDEP)</i>	9AM-4PM	WVSTC-Capitol Room
7	<i>The Drug-Free Workplace (DFWP)</i>	9AM-NOON	WVSTC-Capitol Room
7	<i>Thriving at Work: The Art and Science of Stress Management (SM)</i>	1PM-4PM	WVSTC-Capitol Room
12	<i>Incivility in the Workplace: How Rudeness and Disrespect are Impairing Performance (INC)</i>	9AM-NOON	WVSTC-Regents Room
12	<i>Anyone Can Lead (ACL)</i>	9AM-4PM	WVSTC-Capitol Room
13	<i>Heading into Retirement: Planning for a Secure Future (HIR)</i>	9AM-4PM	WVSTC-Capitol Room
14	<i>Preventing Harassment: A Shared Responsibility (PH)</i>	1PM-4PM	WVSTC-Capitol Room
20-22	<i>Supervising for Success II: Critical Skills for New Supervisors (CSNS)</i>	9AM-5PM	WVSTC-Capitol Room
25-28	<i>Train-the-Trainer: Developing Learning Leaders (3T)</i>	9AM-4PM	WVSTC-Capitol Room

## March 2013

12	<i>Managing and the Law (M&amp;L)</i>	9AM-4PM	WVSTC-Capitol Room
13	<i>Personnel Management in State Government (PMSG)</i>	9AM-4PM	WVSTC-Capitol Room
14	<i>Dialogue and Listening: Relationship Building Skills for a New Era (D&amp;L)</i>	9AM-4PM	WVSTC-Capitol Room
19	<i>Workplace Safety: Your Responsibility (WS)</i>	9AM-4PM	WVSTC-Capitol Room
21	<i>Ethics-in-Action: An Introduction to the WV Ethics Act (EIA)</i>	9AM -10:30AM	WVSTC-Capitol Room
21	<i>Preventing Harassment: A Shared Responsibility (PH)</i>	1PM-4PM	WVSTC-Capitol Room
26-28	<i>Supervising for Success II: Critical Skills for New Supervisors (CSNS)</i>	9AM-5PM	WVSTC-Capitol Room

## April 2013

2	<i>The Drug-Free Workplace (DFWP)</i>	9AM-NOON	WVSTC-Capitol Room
2	<i>Thriving at Work: The Art and Science of Stress Management (SM)</i>	1PM-4PM	WVSTC-Capitol Room
3	<i>Attendance Management (AM)</i>	9AM-4PM	WVSTC-Regents Room
3	<i>Dialogue and Listening: Relationship Building Skills for a New Era (D&amp;L)</i>	9AM-4PM	WVSTC-Capitol Room
4	<i>Leading Change in Turbulent Times: Strategies for Success (LC)</i>	9AM-NOON	WVSTC-Capitol Room
9	<i>Managing and the Law (M&amp;L)</i>	9AM-4PM	WVSTC-Capitol Room
10	<i>Running Effective Meetings (REM)</i>	9AM-4PM	WVSTC-Capitol Room
11	<i>Managing Remote Workers and the Virtual Workforce (MRW)</i>	9AM-4PM	WVSTC-Capitol Room
16-18	<i>Supervising for Success II: Critical Skills for New Supervisors (CSNS)</i>	9AM-5PM	MCHD-Morgantown, WV
17	<i>Accountability: Creating a Culture That Gets Results (ACCR)</i>	9AM-4PM	WVSTC-Regents Room
18	<i>Navigating Critical Conversations: A Supervisor's Guide (CC)</i>	9AM-4PM	WVSTC-Regents Room
23-24	<i>Developing Leadership Survival Skills (DLSS)</i>	9AM-4PM	WVSTC-Capitol Room
25	<i>Heading into Retirement: Planning for a Secure Future (HIR)</i>	9AM-4PM	WVSTC-Capitol Room

## May 2013

1-2	<i>Finance for the Non-Financial Manager (FNF)</i>	9AM-4PM	WVSTC-Capitol Room
7	<i>Employee Performance Appraisal I: Policy and Forms (EPA I)</i>	9AM-NOON	WVSTC-Regents Room
8	<i>Leading Change in Turbulent Times: Strategies for Success (LC)</i>	9AM-NOON	WVSTC-Capitol Room
8	<i>Discipline and Documentation (D&amp;D)</i>	9AM-4PM	WVSTC-Regents Room
14	<i>Creative Problem Solving (CPS)</i>	9AM-4PM	WVSTC-Capitol Room
28-29	<i>Coaching and Developing Employee Performance (CDEP)</i>	9AM-4PM	WVSTC-Capitol Room
29	<i>Preventing Harassment: A Shared Responsibility (PH)</i>	9AM-NOON	WVSTC-Regents Room

## June 2013

4	<i>Workplace Safety: Your Responsibility (WS)</i>	9AM-4PM	WVSTC-Regents Room
4-5	<i>Supervising for Success I: Developing Tomorrow's Leaders (DTL)</i>	9AM-4PM	WVSTC-Capitol Room
6	<i>Time Management (TM)</i>	9AM-NOON	WVSTC-Regents Room
6	<i>Incivility in the Workplace: How Rudeness and Disrespect are Impairing Performance (INC)</i>	9AM-NOON	WVSTC-Capitol Room
11-13	<i>Supervising for Success II: Critical Skills for New Supervisors (CSNS)</i>	9AM-5PM	WVSTC-Capitol Room
18	<i>The Drug-Free Workplace (DFWP)</i>	9AM-NOON	WVSTC-Regents Room
18	<i>Thriving at Work: The Art and Science of Stress Management (SM)</i>	1PM-4PM	WVSTC-Regents Room
19	<i>Know Your State Government (KYSG)</i>	9AM-4PM	WVSTC-Regents Room
18-19	<i>Conflict Management (CM)</i>	9AM-4PM	WVSTC-Capitol Room
25	<i>Leading Change in Turbulent Times: Strategies for Success (LC)</i>	9AM-NOON	WVSTC-Capitol Room
26-27	<i>Writing for Results (WFR)</i>	9AM-4PM	WVSTC-Capitol Room

## July 2013

2	<i>Dialogue and Listening: Relationship Building Skills for a New Era (D&amp;L)</i>	9AM-4PM	WVSTC-Capitol Room
9	<i>Preventing Harassment: A Shared Responsibility (PH)</i>	1PM-4PM	WVSTC-Regents Room
10	<i>Employee Performance Appraisal I: Policy and Forms (EPA I)</i>	9AM-NOON	WVSTC-Capitol Room
10	<i>Attendance Management (AM)</i>	9AM-4PM	WVSTC-Regents Room
11	<i>Discipline and Documentation (D&amp;D)</i>	9AM-4PM	WVSTC-Capitol Room
17	<i>Interpersonal Communication: Building Relationships, Improving Performance (IC)</i>	9AM-4PM	WVSTC-Capitol Room
23	<i>Business Etiquette and Professionalism (BE&amp;P)</i>	9AM-4PM	WVSTC-Regents Room
24	<i>Heading in to Retirement: Planning for a Secure Future (HIR)</i>	9AM-4PM	WVSTC-Capitol Room
25	<i>Managing and the Law (M&amp;L)</i>	9AM-4PM	WVSTC-Capitol Room
30-31	<i>Conflict Management (CM)</i>	9AM-4PM	WVSTC-Capitol Room

## August 2013

1	<i>Managing Remote Workers and the Virtual Workforce (MRW)</i>	9AM-4PM	WVSTC-Capitol Room
7	<i>Ethics-in-Action: An Introduction to the WV Ethics Act (EIA)</i>	1:30PM-3PM	WVSTC-Capitol Room
13	<i>Selection Interviewing: Skills Training in Questioning (INT)</i>	9AM-4PM	WVSTC-Capitol Room
14	<i>Project Management Primer: Communication Essentials (PMC)</i>	9AM-4PM	WVSTC-Capitol Room
15	<i>What Gaming Can Teach Us About Performance Management (VID)</i>	9AM-10:30AM	WVSTC-Capitol Room
27	<i>Personnel Management in State Government (PMSG)</i>	9AM-4PM	WVSTC-Capitol Room

## September 2013

4	<i>Leading Change in Turbulent Times: Strategies for Success (LC)</i>	9AM-NOON	WVSTC-Capitol Room
5	<i>Time Management (TM)</i>	9AM-NOON	WVSTC-Regents Room
5	<i>Heading into Retirement: Planning for a Secure Future (HIR)</i>	9AM-4PM	WVSTC-Capitol Room
11	<i>Accountability: Creating a Culture That Gets Results (ACCR)</i>	9AM-4PM	WVSTC-Regents Room
17	<i>Discipline and Documentation (D&amp;D)</i>	9AM-4PM	WVSTC-Regents Room
18	<i>Employee Performance Appraisal I: Policy and Forms (EPA I)</i>	9AM-NOON	WVSTC-Regents Room
26	<i>Navigating Critical Conversations: A Supervisor's Guide (CC)</i>	9AM-4PM	WVSTC-Regents Room

## October 2013

8	<i>The Drug-Free Workplace (DFWP)</i>	9AM-NOON	WVSTC-Capitol Room
16	<i>Bridging the Gap: Communicating with the Deaf and Hard of Hearing (BTG)</i>	10AM-3PM	WVSTC-Regents Room
16	<i>Employee Performance Appraisal I: Policy and Forms (EPA I)</i>	9AM-NOON	WVSTC-Capitol Room
17	<i>Discipline and Documentation (D&amp;D)</i>	9AM-4PM	WVSTC-Capitol Room
22-24	<i>Supervising for Success II: Critical Skills for New Supervisors (CSNS)</i>	9AM-5PM	WVSTC-Capitol Room
29	<i>What Gaming Can Teach Us About Performance Management (VID)</i>	9AM-10:30AM	WVSTC-Regents Room
29	<i>Workplace Safety: Your Responsibility (WS)</i>	9AM-4PM	WVSTC-Capitol Room
30	<i>Personnel Management in State Government (PMSG)</i>	9AM-4PM	WVSTC-Capitol Room
31	<i>Preventing Harassment: A Shared Responsibility (PH)</i>	9AM-NOON	WVSTC-Regents Room
31	<i>Project Management Primer: Communication Essentials (PMC)</i>	9AM-4PM	WVSTC-Capitol Room

## November 2013

6-7	<i>Writing for Results (WFR)</i>	9AM-4PM	WVSTC-Regents Room
6-7	<i>Coaching and Developing Employee Performance (CDEP)</i>	9AM-4PM	WVSTC-Capitol Room
12	<i>Providing Exceptional Customer Service (PECS)</i>	9AM-NOON	WVSTC-Regents Room
12	<i>Dealing with Upset and Angry Customers (DUAC)</i>	1PM-4PM	WVSTC-Regents Room
13-14	<i>Developing Leadership Survival Skills (DLSS)</i>	9AM-4PM	WVSTC-Capitol Room
20	<i>Employee Performance Appraisal I: Policy and Forms (EPA I)</i>	9AM-NOON	WVSTC-Regents Room
21	<i>Discipline and Documentation (D&amp;D)</i>	9AM-4PM	WVSTC-Regents Room
26	<i>Incivility in the Workplace: How Rudeness and Disrespect are Impairing Performance (INC)</i>	9AM-NOON	WVSTC-Regents Room
26	<i>Managing and the Law (M&amp;L)</i>	9AM-4PM	WVSTC-Capitol Room

## December 2013

3	<i>Attendance Management (AM)</i>	9AM-4PM	WVSTC-Capitol Room
4	<i>Dialogue and Listening: Relationship Building Skills for a New Era (D&amp;L)</i>	9AM-4PM	WVSTC-Capitol Room
5	<i>Interpersonal Communication: Building Relationships, Improving Performance (IC)</i>	9AM-4PM	WVSTC-Regents Room
10	<i>Discipline and Documentation (D&amp;D)</i>	9AM-4PM	WVSTC-Regents Room
10-12	<i>Supervising for Success III: Leadership Essentials (LE)</i>	9AM-4PM	WVSTC-Capitol Room
11	<i>Employee Performance Appraisal I: Policy and Forms (EPA I)</i>	9AM-NOON	WVSTC-Regents Room
17	<i>The Drug-Free Workplace (DFWP)</i>	9AM-NOON	WVSTC-Capitol Room
17	<i>Thriving at Work: The Art and Science of Stress Management (SM)</i>	1PM-4PM	WVSTC-Capitol Room