

December 2016

Date	City	Agency	Time	Workshop	Type	Location	Catalog Course Codes	Activity Codes
12/1/16	Nashville	All	8:30am-12:30pm	S.M.A.R.T. Performance Planning	Open Enrollment	James K Polk Building, 1 st Floor, Training Room 3	STW100	HR-SMART120116-01
12/1/16	Nashville	All	1pm-4pm	Get S.M.A.R.T.er	Training For Trainers	James K Polk Building, 1 st Floor, Training Room 3	GST4T1000	GST4T1000
12/7/16	Nashville	All	8:30-12pm	G.R.E.A.T. Customer Service	Open Enrollment	James K Polk Building, 1 st Floor, Training Room 3	CFW1000	HR-CFG120716-01
12/7/16	Nashville	All	1pm-4pm	G.R.E.A.T. Customer Service	Training For Trainers	James K Polk Building, 1 st Floor, Training Room 3	CFGT1000	HR-CUSTFT4T120716-001
12/8/16	Nashville	All	8:30am-12:30pm	Performance Coaching	Open Enrollment	James K Polk Building, 1 st Floor, Training Room 3	PC1000	HR-PC1000-120816-01
12/8/16	Nashville	All	1pm-4pm	Performance Coaching	Training For Trainers	James K Polk Building, 1 st Floor, Training Room 3	PCT4T1000	HR-PCT4T120816-001
12/9/16	Nashville	All	9am-12pm	Leadership Theory and Practice	Training For Trainers	James K Polk Building, 1 st Floor, Training Room 3	LTP1000	HR-LTPt4t-120916-001
12/9/16	Nashville	All	1pm-4pm	Effective Presentation Skills	Training For Trainers	James K Polk Building, 1 st Floor, Training Room 3	EPS1000	HR-EPSt4t-120916-001
12/13/16	Nashville	All	9am-12pm	S.M.A.R.T. Performance Planning	Training For Trainers	James K Polk Building, 1 st Floor, Training Room 2	STFM1000	HR-SMARTT4T121316-001
12/13/16	Nashville	All	1pm-4pm	Quality Decision Making	Training For Trainers	James K Polk Building, 1 st Floor, Training Room 2	QDMT4T1000	HR-QDMT4T121316-001

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12/14/16	Nashville	All	8:30am-12:30pm	Respectful Workplace for Managers	Open Enrollment	James K Polk Building, 1 st Floor, Training Room 2	RWMG1000	HR-RWM121416-001
12/14/16	Nashville	All	8:30am-12:30pm	Respectful Workplace for Staff	Open Enrollment	James K Polk Building, 1 st Floor, Training Room 3	RWST1000	HR-RWS121416-001
12/14/16 & 12/15/16	Nashville	All	8am-5pm	How to Facilitate	Certification	James K Polk Building, 1 st Floor, Training Room 2	HTF1000	HR-HTF-121416-001
12/19/16	Nashville	All	9am-12pm	Conflict Management	Training For Trainers	James K Polk Building, 1 st Floor, Training Room 2	CFMG1000	HR-CFMGt4t-121916-001
12/19/16	Nashville	All	1pm-4pm	Managing Up	Training For Trainers	James K Polk Building, 1 st Floor, Training Room 2	MU1000	HR-MUt4t-121916-001
12/20/16	Nashville	All	8:30am-12:30pm	Competency and Behavioral Based Interviewing	Open Enrollment	James K Polk Building, 1 st Floor, Training Room 3	CBBIW1000	HR-CABBI122016-001
12/20/16	Nashville	All	1pm-4:30pm	Self-Management	Open Enrollment	James K Polk Building, 1 st Floor, Training Room 3	SM1000	HR-SM122017-001
12/21/16	Nashville	All	8:30am-12pm	Effective Communication	Open Enrollment	James K Polk Building, 1 st Floor, Training Room 3	EC1000	HR-EC122116-001
12/21/16	Nashville	All	1pm-4:30pm	Building Effective Teams	Open Enrollment	James K Polk Building, 1 st Floor, Training Room 3	BET1000	HR-BET122116-001
12/22/16	Nashville	All	1pm-4:30pm	Change Management	Open Enrollment	James K Polk Building, 1 st Floor, Training Room 3	CHMG1000	HR-CM122216-001