

Training Schedule

March 2011 – June 2011



www.dop.wa.gov/training

Department of Personnel (DOP) Course Schedule

March – June 2011

Registration



State Agencies

Please contact your Training Representative or Human Resource office.

Public Agencies & Higher Education

You may contact Washington State Department of Personnel directly or follow your agency's directive for training registration processing.

Cancellations

If you are unable to attend a class, your agency's Training Representative or Human Resource Office must notify DOP. No shows and cancels made after the "Cancel Date" will be charged.

Reasonable Accommodations



Request an Accommodation: Please let us know if you require an accommodation by e-mailing JessicaB@dop.wa.gov. All requests for accommodations must be received four weeks prior to the course date.

Disability parking: Persons with disabilities who have a disabled parking permit may park at metered parking for 8 hours free. There are also designated spaces in the front and back of the training building.

Tips for Traveling

Ride the Intercity Transit system for free with a State Employee *Starpass*. To get a *Starpass*, contact your agency's transportation coordinator.

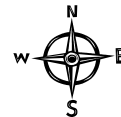
HRCI Approved Courses

"The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit"



We're here to help

For questions about DOP training, please stop by or contact us using the information listed below.



Location: 600 South Franklin
Olympia, WA 98504



Hours: 7:30-5:00
Monday – Friday



E-Mail: Traininginfo@dop.wa.gov



Phone: 360-664-1921
360-664-6400



TTY: 360-664-6211

<u>Course/Title/Code</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
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Leadership Development

Basic Principles For a Collaborative Workplace (1/2 Day) (01-03-ZM34)	Olympia	Mar 3	8:00 -12:00	\$100	Feb 15	Kristi Morrish
	Olympia	May 24	8:00 -12:00	\$100	May 6	Kristi Morrish
Budgeting for the Non-Financial Manager (2 Days) (01-09-M091)	Olympia	Mar 29-30	8:00 -4:30	\$300	Mar 11	SPSCC Staff
	Olympia	May 23-24	8:00 -4:30	\$300	May 5	SPSCC Staff
Coaching: Bringing out the Best in Others (1/2 Day) (01-09-ZM52)	 Olympia	Jun 6	8:00 -12:00	\$100	May 19	Stan Freeman
Conducting Effective Investigations Understanding Just Cause (1 Day) (01-09-M561)	Olympia	Mar 21	8:00 -4:30	\$140	Mar 3	Cheryl Hintz Middleton
	Olympia	Apr 11	8:00 -4:30	\$140	Mar 24	Cheryl Hintz Middleton
	Olympia	May 17	8:00 -4:30	\$140	Apr 29	Cheryl Hintz Middleton
	Olympia	Jun 2	8:00 -4:30	\$140	May 17	Cheryl Hintz Middleton
Diversity Management (1 Day) (01-09-M563)	 Olympia	Apr 8	8:00 -4:30	\$160	Mar 23	Jan Dwyer
	Olympia	May 13	8:00 -4:30	\$160	Apr 27	Jan Dwyer
	Olympia	Jun 3	8:00 -4:30	\$160	May 18	Littler Mendelson
Eliminating Disrespect in the Workplace (1/2 Day) (01-09-M566)	Olympia	May 20	8:00 -12:00	\$85	May 4	Mary Dallman
Ethics in Leadership and Decision Making in WA State (1 Day) (01-09-M564)	Olympia	Mar 7	8:00 -4:30	\$160	Feb 17	Littler Mendelson
	 Olympia	Apr 14	8:00 -4:30	\$160	Mar 29	Littler Mendelson
	Olympia	May 16	8:00 -4:30	\$160	Apr 28	Littler Mendelson
Giving & Receiving Constructive Feedback (1/2 Day) (01-03-ZM20)	Olympia	Apr 14	8:00 -12:00	\$100	Mar 29	Kristi Morrish
	Olympia	Jun 20	8:00 -12:00	\$100	Jun 2	Cindy Hadfield
Handling Emotions Under Pressure (1/2 Day) (01-03-ZM37)	Olympia	Mar 17	8:00 -12:00	\$100	Mar 1	Stan Freeman
	Olympia	May 19	8:00 -12:00	\$100	May 3	Stan Freeman
Hiring Practices That are Legal and Effective (1 Day) (01-09-M560)	 Olympia	May 13	8:00 -4:30	\$140	Apr 27	Cheryl Hintz Middleton
	Olympia	Jun 20	8:00 -4:30	\$140	Jun 2	Cheryl Hintz Middleton
Leadership in Highly Effective Teams (1 Day) (01-09-M574)	Olympia	May 26	8:00 -4:30	\$160	May 10	SPSCC Staff
Managing Change (1 Day) (01-09-M515)	Olympia	Apr 12	8:00 -4:30	\$160	Mar 25	SPSCC Staff
	Olympia	Jun 8	8:00 -4:30	\$160	May 23	SPSCC Staff
Managing Your Priorities (1/2 Day) (01-14-ZM39)	Olympia	Apr 5	8:00 -12:00	\$100	Mar 18	Cindy Hadfield
Mid-Management Leadership Academy (7 Days) (01-09-M430)	Olympia	Apr 4-07 & May 10-12	8:00 -4:30	\$1,250	Mar 17	SPSCC Staff
Moving From Conflict To Collaboration (1/2 Day) (01-03-ZM54)	Olympia	May 3	8:00 -12:00	\$100	Apr 15	Kristi Morrish
Performance & Development Plan (PDP) (1/2 Day) (01-09-M325)	 Olympia	Apr 13	8:00 -12:00	\$85	Mar 28	Kris Brophy
	Olympia	May 12	8:00 -12:00	\$85	Apr 26	Kris Brophy
	Olympia	Jun 15	8:00 -12:00	\$85	May 30	Kris Brophy

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Preventing and Managing Workplace Violence (1.5 Days) (01-09-M559)	Olympia	Apr 19 - April 20	8:00 -4:30 8:00 -12:00	\$200	Apr 1	Cheryl Hintz Middleton
	Olympia	May 25 - May 26	8:00 -4:30 8:00 -12:00	\$200	May 9	Cheryl Hintz Middleton
Preventing Discrimination, Harassment and Managing Accommodations (2 Days) (01-09-M562)	Olympia	Mar 21-22	8:00 -4:30	\$200	Mar 3	HR Answers, Inc
	Olympia	Apr 11-12	8:00 -4:30	\$200	Mar 24	Ogden Murphy Wallace
	Olympia	May 9-10	8:00 -4:30	\$200	Apr 21	Ogden Murphy Wallace
Sexual Harassment Awareness & Prevention for Managers (1/2 Day) (01-09-M327)	Yakima	Mar 23	8:00 -12:00	\$75	Mar 7	David Norman
	Olympia	Apr 26	8:00 -12:00	\$75	Apr 8	Betsy BeMiller
	Spokane	Jun 15	8:00 -12:00	\$75	May 30	David Norman
Strategic Planning (1/2 Day) (01-09-M572)	Olympia	May 26	8:00 -12:00	\$85	May 10	SPSCC Staff
	Olympia	Jun 24	8:00 -12:00	\$85	Jun 8	SPSCC Staff
Supervision Essentials-Phase I (3 Days) (01-09-M401)	Olympia	Mar 14-16	8:00 -4:30	\$350	Feb 24	Mike Magno
	Olympia	Mar 23-25	8:00 -4:30	\$350	Mar 7	Jane Wood
	Olympia	Apr 11-13	8:00 -4:30	\$350	Mar 24	Mike Magno
	Olympia	Apr 27-29	8:00 -4:30	\$350	Apr 11	Jan Dwyer
	Olympia	May 9-11	8:00 -4:30	\$350	Apr 21	Mike Magno
	Olympia	Jun 1-3	8:00 -4:30	\$350	May 16	Mike Magno
	Olympia	Jun 22-24	8:00 -4:30	\$350	Jun 6	Jan Dwyer
Supervision Essentials-Phase II (2 Days) (01-09-M402)	Olympia	Mar 30-31	8:00 -4:30	\$210	Mar 14	Mike Magno
	Olympia	May 18-19	8:00 -4:30	\$210	May 2	Mike Magno

Professional Development

Customer Service

Customer Service (1 Day) (01-03-E059)	Olympia	Mar 9	8:00 -4:30	\$110	Feb 21	Tonia Sugarman
	Olympia	May 16	8:00 -4:30	\$110	Apr 28	Tonia Sugarman
Customer Service: Maintaining a Positive Attitude (1 Day) (01-03-E077)	Olympia	Mar 11	8:00 -4:30	\$110	Mar 2	Jane Wood
	Olympia	Apr 6	8:00 -4:30	\$110	Mar 21	Jane Wood
	Olympia	Jun 13	8:00 -4:30	\$110	May 26	Rick Lynch

Diversity

Understanding the Diverse Workforce (1 Day) (01-14-EP50)	Yakima	Mar 15	8:00 -4:30	\$110	Feb 25	Jan Dwyer
	Olympia	Apr 6	8:00 -4:30	\$110	Mar 21	Jan Dwyer
	Olympia	Jun 3	8:00 -4:30	\$110	May 18	Jan Dwyer
	Spokane	Jun 8	8:00 -4:30	\$110	May 23	Jan Dwyer

Government to Government

Government to Government Training (1 Day) (01-03-SP14)	Olympia	Mar 16	8:30 -4:30	\$110	Feb 28	Gordon James
	Olympia	Apr 12	8:30 -4:30	\$110	Mar 25	Gordon James
	Vancouver	Apr 14	8:30 -4:30	\$110	Mar 29	Gordon James
	Tukwila	May 10	8:30 -4:30	\$110	Apr 22	Gordon James
	Olympia	May 18	8:30 -4:30	\$110	May 2	Gordon James
	Spokane	Jun 16	8:30 -4:30	\$110	May 31	Gordon James
	Olympia	Jun 22	8:30 -4:30	\$110	Jun 6	Gordon James

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Health & Safety						
Community Emergency Response Team (CERT) (3 Days) (01-07-EE57)	Olympia	Mar 15-17	8:00 -5:00	\$30	Feb 25	Dept. of Personnel
Defensive Driving (1/2 Day) (01-07-EE33)	Olympia	Mar 25	8:00 -12:00	\$60	Mar 9	Judy Meuchel
First Aid Plus (1 Day) (01-07-EE58)	Olympia	Mar 7	8:00 -4:30	\$95	Feb 17	Chico Patalano
	Olympia	Jun 13	8:00 -4:30	\$95	May 26	Chico Patalano
Managing Job Stress (1 Day) (01-07-EE05)	Olympia	May 9	8:00 -4:30	\$110	Apr 21	Jane Wood
Violence in the Workplace (1 Day) (01-07-M206)	Olympia	Mar 17	8:00 -4:30	\$110	Mar 1	Mike Magno
	Olympia	Jun 6	8:00 -4:30	\$110	May 19	Mike Magno
Interpersonal Communication						
Assertive Communication (2 Days) (01-03-E075)	Olympia	Mar 22-23	8:00 -4:30	\$150	Mar 4	Nancy Macduff
	Olympia	Jun 14-15	8:00 -4:30	\$150	May 27	Nancy Macduff
Basic Principles For a Collaborative Workplace (1/2 Day) (01-03-ZM34)	Olympia	Mar 3	8:00 -12:00	\$100	Feb 15	Kristi Morrish
	Olympia	May 24	8:00 -12:00	\$100	May 6	Kristi Morrish
Communication Styles & Skills for Employees (2 Days) (01-03-E015)	Olympia	Mar 8-9	8:00 -4:30	\$175	Feb 18	Vicki Legman
	Olympia	Jun 7-8	8:00 -4:30	\$175	May 20	Vicki Legman
Crucial Conversations (2 Days) (01-03-EC03)	Olympia	May 4-5	8:00 -4:30	\$375	Apr 18	Tonia Sugarman
Emotional Intelligence (1 Day) (01-03-EC24)	Olympia	Mar 1	8:00 -4:30	\$110	Feb 11	Karen Mathieson
	Olympia	Apr 5	8:00 -4:30	\$110	Mar 18	Paul Figueroa
	Olympia	Jun 21	8:00 -4:30	\$110	Jun 3	Karen Mathieson
Giving & Receiving Constructive Feedback (1/2 Day) (01-03-ZM20)	Olympia	Apr 14	8:00 -12:00	\$100	Mar 29	Kristi Morrish
	Olympia	Jun 20	8:00 -12:00	\$100	Jun 2	Cindy Hadfield
Handling Emotions Under Pressure (1/2 Day) (01-03-ZM37)	Olympia	Mar 17	8:00 -12:00	\$100	Mar 1	Stan Freeman
	Olympia	May 19	8:00 -12:00	\$100	May 3	Stan Freeman
Interpersonal Communication Skills (2 Days) (01-03-E008)	Olympia	Mar 21-22	8:00 -4:30	\$155	Mar 3	Mike Magno
	Olympia	Apr 18-19	8:00 -4:30	\$155	Mar 31	Mike Magno
	Olympia	May 12-13	8:00 -4:30	\$155	Apr 26	Mike Magno
Interpersonal Conflict Management (2 Days) (01-03-E00T)	Olympia	Mar 1-2	8:00 -4:30	\$160	Feb 11	Jan Dwyer
	Olympia	May 2-3	8:00 -4:30	\$160	Apr 14	Gael Treesiwin
Moving From Conflict To Collaboration (1/2 Day) (01-03-ZM54)	Olympia	May 3	8:00 -12:00	\$100	Apr 15	Kristi Morrish
Serving Difficult Clients (2 Days) (01-03-E006)	Olympia	Mar 23-24	8:00 -4:30	\$160	Mar 7	Elmer Dixon
	Olympia	May 10-11	8:00 -4:30	\$160	Apr 22	Karen Lane

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Meetings & Facilitation						
Effective Meeting Management (1 Day) (01-14-M084)	Olympia	Apr 18	8:00 -4:30	\$135	Mar 31	Peter Dahlin
	Olympia	May 2	8:00 -4:30	\$135	Apr 14	Cheryl Threatt
	Olympia	Jun 6	8:00 -4:30	\$135	May 19	Peter Dahlin
Facilitation Skills Advanced (2 Days) (01-14-EM02)	Olympia	Apr 26-27	8:00 -4:30	\$175	Apr 8	Cheryl Threatt
Facilitator Skills Training (3 Days) (01-14-EP72)	Olympia	May 3-5	8:00 -4:30	\$225	Apr 15	Ilana Guttman
	Olympia	Jun 21-23	8:00 -4:30	\$225	Jun 3	Cheryl Threatt
Mediation (2 Days) (01-14-EM01)	Olympia	May 10-11	8:00 -4:30	\$175	Apr 22	Betsy BeMiller
Personal Development						
Building Confidence, Competence, & Credibility (2 Days) (01-14-EPB6)	Olympia	Mar 8-9	8:00 -4:30	\$135	Feb 18	JoAnn Nai-che
	Olympia	May 17-18	8:00 -4:30	\$135	Apr 29	Paul Figueroa
Managing Your Priorities (1/2 Day) (01-14-ZM39)	Olympia	Apr 5	8:00 -12:00	\$100	Mar 18	Cindy Hadfield
Reasonable Accommodation Training (4 hours) (01-14-AD23)	Olympia	May 25	1:00 -4:30	\$85	May 9	John Evans
	Olympia	Jun 29	8:00 -1:00	\$85	Jun 13	John Evans
Success Habits (1 Day) (01-14-EP04)	Olympia	Mar 15	8:00 -4:30	\$110	Feb 25	Rick Lynch
	Olympia	Jun 20	8:00 -4:30	\$110	Jun 2	Rick Lynch
Time Management (1 Day) (01-14-M094)	Olympia	Mar 1	8:00 -4:30	\$110	Feb 11	Jan Harrison
	Olympia	Apr 4	8:00 -4:30	\$110	Mar 17	Jan Harrison
	Olympia	Jun 14	8:00 -4:30	\$110	May 27	Rick Lynch
Presentation & Training Design & Delivery						
Adult Learning Styles (1 Day) (01-03-EC23)	Olympia	Apr 4	8:00 -4:30	\$110	Mar 17	Ilana Guttman
	Olympia	Jun 16	8:00 -4:30	\$110	May 31	Jane Wood
Presentation Skills (2 Days) (01-03-E002)	Olympia	Apr 5-6	8:00 -4:30	\$170	Mar 18	JoAnn Nai-che
	Olympia	Jun 2-3	8:00 -4:30	\$170	May 17	JoAnn Nai-che
Train the Trainer Part 1: Designing Effective Training Programs (2 Days) (01-03-EC20)	Olympia	Mar 15-16	8:00 -4:30	\$190	Feb 25	Guila Muir
	Olympia	Jun 23-24	8:00 -4:30	\$175	Jun 7	Sharon Bridwell
Train the Trainer Part 2: Basic Delivery Techniques (1 Day) (01-03-EC21)	Olympia	May 3	8:00 -4:30	\$120	Apr 15	Jane Wood
Train the Trainer Part 3: Polishing Your Delivery Skills (1 Day) (01-03-EC22)	Olympia	Apr 1	8:00 -4:30	\$120	Mar 16	Teena Kidder
Records Management Rules & Practices						
Electronic Record Management (1 Day) (01-14-R001)	Olympia	May 25	8:00 -4:30	\$60	May 9	Leslie Koziara
Records & Information Management & Using the State Record Center (1 Day) (01-14-EP16)	Olympia	Jun 1	8:00 -4:30	\$60	May 16	Russell Wood

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Written Communications						
Clear Rule Writing (2 Days) (01-03-EW43)	Olympia	Mar 8-9	8:00 -4:30	\$360	Feb 18	Ginny Redish
Editing & Proofreading Skills (2 Days) (01-03-EW39)	Olympia	May 4-5	8:00 -4:30	\$155	Apr 18	Karen Lane
Editing Skills Review (1 Day) (01-03-EW55)	Olympia	Apr 12	8:00 -4:30	\$120	Mar 25	Sharon Bridwell
Grammar Review (2 Days) (01-03-EW28)	Olympia	Mar 3-4	8:00 -4:30	\$155	Feb 15	Sharon Bridwell
	Olympia	May 11-12	8:00 -4:30	\$155	Apr 25	Virginia Given
Grammar Review - Part 1(1 Day) (01-03-EW53)	Olympia	Apr 4	8:00 -4:30	\$120	Mar 17	Virginia Given
Grammar Review - Part 2 (1 Day) (01-03-EW54)	Olympia	Jun 7	8:00 -4:30	\$110	May 20	Virginia Given
Proofreading Skills Review (1 Day) (01-03-EW56)	Olympia	Apr 19	8:00 -4:30	\$120	Apr 1	Sharon Bridwell
Punctuation Skills - Part 2 (1 Day) (01-03-EW58)	Olympia	May 24	8:00 -4:30	\$120	May 6	Virginia Given
Technical Writing: Editing Techniques (1 Day) (01-03-EW59)	Olympia	Mar 1	8:00 -4:30	\$120	Feb 11	Sharon Bridwell
Technical Writing: Proofreading Techniques (1 Day) (01-03-EW60)	Olympia	May 17	8:00 -4:30	\$120	Apr 29	Sharon Bridwell
Technical Writing: Tricks of the Trade (2 Days) (01-03-EW37)	Olympia	Jun 16-17	8:00 -4:30	\$155	May 31	Sharon Bridwell
Writing Documents in Plain Talk (1 Day) (01-03-EW50)	Olympia	Mar 24	8:00 -4:30	\$110	Mar 8	Jordan Peabody
	Olympia	Apr 14	8:00 -4:30	\$110	Mar 29	Virginia Given
	Olympia	May 12	8:00 -4:30	\$110	Apr 26	Jordan Peabody
	Olympia	Jun 2	8:00 -4:30	\$110	May 17	Jordan Peabody
Writing Emails (1 Day) (01-03-EW64)	Olympia	Apr 7	8:00 -4:30	\$110	Mar 22	Jordan Peabody
	Olympia	May 2	8:00 -4:30	\$110	Apr 14	Jan Harrison
Writing for the Web (1 Day) (01-03-EW44)	Olympia	Mar 10	8:00 -4:30	\$260	Feb 22	Ginny Redish
Writing Manuals (2 Days) (01-03-EW65)	Olympia	Jun 7-8	8:00 -4:30	\$165	May 20	Rivas Hassell-Corbiell
Writing Minutes & Meeting Notes (1 Day) (01-03-EW19)	Olympia	Mar 17	8:00 -4:30	\$110	Mar 1	Jordan Peabody
	Olympia	May 19	8:00 -4:30	\$110	May 3	Jordan Peabody
Writing Policies & Procedures (2 Days) (01-03-EW10)	Olympia	Apr 13-14	8:00 -4:30	\$165	Mar 28	Jordan Peabody
Writing Skills (1 Day) (01-03-EW04)	Olympia	Mar 10	8:00 -4:30	\$120	Feb 22	Sharon Bridwell
	Olympia	May 19	8:00 -4:30	\$120	May 3	Sharon Bridwell

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Government Efficiency						
Collecting Meaningful Data (1 Day) (01-14-GE15)	Olympia	Mar 22	8:00 -4:30	\$135	Mar 4	Carol Knight-Wallace
	Olympia	Jun 16	8:00 -4:30	\$135	May 31	Don Bell
Communicating with Data (1 Day) (01-14-GE14)	Olympia	May 17	8:00 -4:30	\$110	Apr 29	David Norman
Performance Accountability: How to Measure Outcomes (1 day) (01-09-GE17)	Olympia	Apr 13	8:00 -4:30	\$110	Mar 28	Rick Lynch
	Olympia	Jun 22	8:00 -4:30	\$110	Jun 6	Rick Lynch
Performance Management (1 Day) (01-14-GE12)	Olympia	May 16	8:00 -4:30	\$110	Apr 28	Jane Wood
Understanding Data (1 Day) (01-14-GE13)	Olympia	Apr 6	8:00 -4:30	\$110	Mar 21	Brian Willett
	Olympia	Jun 14	8:00 -4:30	\$110	May 27	Brian Willett

Information Technology

Database Administration & Management

SharePoint Server 2010 Administration (3 Days) (01-04-T705)	Lacey	Mar 21-23	8:00 -4:30	\$995	Mar 3	Jim Parshall
SQL Query Tuning & Optimization (2 Days) (01-04-T662)	Lacey	May 4-5	8:00 -4:30	\$795	Apr 18	SPSCC Staff
SQL Server 2008 Administration (3 Days) (01-04-T678)	Lacey	May 24-26	8:00 -4:30	\$975	May 6	Jim Parshall
SQL Server 2008 Database Development (3 Days) (01-04-T675)	Lacey	Jun 21-23	8:00 -4:30	\$995	Jun 3	Jillian Bates
SQL Server 2008 Fundamentals (2 Days) (01-04-T684)	Lacey	Jun 1-2	8:00 -4:30	\$595	May 16	Jillian Bates
SQL Server 2008 Integration Services - SSIS (3 Days) (01-04-T676)	Lacey	Mar 8-10	8:00 -4:30	\$1,100	Feb 18	Jim Parshall
SQL Server 2008 Querying Transact SQL (2 Days) (01-04-T683)	Lacey	Mar 23-24	8:00 -4:30	\$595	Mar 7	Jillian Bates
SQL Stored Procedures (2 Days) (01-04-T275)	Lacey	Jun 1-2	8:00 -4:30	\$595	May 16	SPSCC Staff
SQL Structured Query Language -Lecture (2 Days) (01-04-D156)	Lacey	Jun 22-23	8:00 -4:30	\$365	Jun 6	SPSCC Staff

Developer Software

AJAX - Level 1 (2 Days) (01-04-T639)	Lacey	May 2-3	8:00 -4:30	\$770	Apr 14	Jim Parshall
ASP.NET 3.5 - Level 1 (3 Days) (01-04-T663)	Lacey	Apr 11-13	8:00 -4:30	\$995	Mar 24	Jim Parshall
ASP.NET 3.5 - Level 2 (3 Days) (01-04-T672)	Lacey	Jun 6-8	8:00 -4:30	\$995	May 19	Jim Parshall
C# 2010 - Level 1 (3 Days) (01-04-T699)	Lacey	Apr 4-6	8:00 -4:30	\$990	Mar 17	Jim Parshall
Javascript Advanced (2 Days) (01-04-T317)	Lacey	Jun 21-22	8:00 -4:30	\$535	Jun 3	SPSCC Staff

<u>Course/Title/Code</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
JavaScript Basics (3 Days) (01-04-T034)	Lacey	Apr 25-27	8:00 -4:30	\$700	Apr 7	SPSCC Staff
Object-Oriented Analysis & Design -UML (4 Days) (01-04-T028)	Lacey	May 16-19	8:00 -4:30	\$1,100	Apr 28	Dennis Sunde
Geographic Information Systems						
ArcGIS Desktop I: Getting Started with GIS (2 Days) (01-04-T653)	Seattle Seattle	Mar 7-8 Jun 6-7	8:30 -5:00 8:30 -5:00	\$575 \$575	Feb 17 May 19	Cheryl Wilder Cheryl Wilder
ArcGIS Desktop II: Tools and Functionality (3 Days) (01-04-T654)	Seattle Seattle	Apr 4-6 Jun 8-10	8:30 -5:00 8:30 -5:00	\$770 \$770	Mar 17 May 23	Cheryl Wilder Cheryl Wilder
ArcGIS Desktop III: Workflows & Analysis (2 Days) (01-04-T655)	Seattle	Apr 7-8	8:30 -5:00	\$575	Mar 22	Cheryl Wilder
Hardware & Networks						
A+ Certification Training (5 Days) (01-04-T017)	Lacey Lacey	Apr 4-8 Jun 20-24	8:00 -4:30 8:00 -4:30	\$1,095 \$1,100	Mar 17 Jun 2	Michael Jameson Michael Jameson
Cisco-Interconnecting Network Devices -ICND (5 Days) (01-04-T050)	Lacey	Jun 20-24	8:00 -4:30	\$1,750	Jun 2	Morgan Davis
PowerShell Scripting (2 Days) (01-04-T650)	Lacey	Mar 17-18	8:00 -4:30	\$745	Mar 1	Jim Parshall
IT Governance						
ITIL v3 Certification Course (3 Days) (01-04-T656)	Lacey	Jun 7-9	8:00 -4:30	\$995	May 20	Dave Pratt
Operating Systems						
Linux Accelerated (4 Days) (01-04-T603)	Lacey	Mar 29-Apr 1	8:00 -4:30	\$1,120	Mar 11	SPSCC Staff
PowerShell Scripting (2 Days) (01-04-T650)	Lacey	Mar 17-18	8:00 -4:30	\$745	Mar 1	Jim Parshall
Windows 7 Configuration (3 Days) (01-04-T701)	Lacey	Apr 19-21	8:00 -4:30	\$975	Apr 1	Jim Parshall
Windows Communication Foundation - WCF (3 Days) (01-04-T652)	Lacey	Apr 19-21	8:00 -4:30	\$895	Apr 1	SPSCC Staff
Windows Server 2008: Administration (5 Days) (01-04-T688)	Lacey	Mar 21-25	8:00 -4:30	\$1,595	Mar 3	Morgan Davis
Security						
Security+ (5 Days) (01-04-T255)	Lacey	Jun 13-17	8:00 -4:30	\$1,350	May 26	SPSCC Staff
Web Design						
Cascading Style Sheets: Fundamentals (2 Days) (01-04-T210)	Lacey	Apr 14-15	8:00 -4:30	\$390	Mar 29	Valerie Champagne
Cascading Style Sheets: Mastering Web Design (3 Days) (01-04-T211)	Lacey	May 4-6	8:00 -4:30	\$525	Apr 18	Dennis Sunde

<u>Course/Title/Code</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel</u>	<u>Instructor</u>
					<u>Date</u>	
Dreamweaver CS4/CS5 Level 1 (2 Days) (01-04-T717)	Lacey	Mar 15-16	8:00 -4:30	\$455	Feb 25	Valerie Champagne
	Lacey	Jun 14-15	8:00 -4:30	\$455	May 27	Valerie Champagne
SharePoint Services for New Users (3 Days) (01-04-T627)	Lacey	Mar 8-10	8:00 -4:30	\$495	Feb 18	Valerie Champagne
Web Design & Usability Techniques (2 Days) (01-04-T084)	Lacey	May 17-18	8:00 -4:30	\$370	Apr 29	SPSCC Staff
Hardware, Networks, Operating Systems						
Virtualization Technology (2 days) (01-04-T696)	Lacey	Mar 15-16	8:00 -4:30	\$695	Feb 25	Morgan Davis
Web Authoring Software						
Dreamweaver CS4/CS5 Level 1 (2 Days) (01-04-T717)	Lacey	Mar 15-16	8:00 -4:30	\$455	Feb 25	Valerie Champagne
	Lacey	Jun 14-15	8:00 -4:30	\$455	May 27	Valerie Champagne
PC End User						
Access 2007 - Level 1 (2 Days) (01-04-D472)	Lacey	Apr 27-28	8:00 -4:30	\$245	Apr 11	Jillian Bates
Access 2007 - Level 2 (2 Days) (01-04-D616)	Lacey	May 11-12	8:00 -4:30	\$245	Apr 25	Jillian Bates
Access 2007 - Level 3 (2 Days) (01-04-D645)	Lacey	May 23-24	8:00 -4:30	\$260	May 5	Jillian Bates
Access 2007/2010 Level 1 (2 Days) (01-04-T706)	Lacey	Mar 8-9	8:00 -4:30	\$279	Feb 18	Jillian Bates
	Lacey	Apr 18-19	8:00 -4:30	\$279	Mar 31	Jillian Bates
	Lacey	May 25-26	8:00 -4:30	\$279	May 9	Jillian Bates
	Lacey	Jun 28-29	8:00 -4:30	\$279	Jun 10	Jillian Bates
Access 2007/2010 Level 2 (2 Days) (01-04-T715)	Lacey	Apr 5-6	8:00 -4:30	\$279	Mar 18	Jillian Bates
	Lacey	May 17-18	8:00 -4:30	\$279	Apr 29	Jillian Bates
Access 2007/2010 Level 3 (2 Days) (01-04-T735)	Lacey	Mar 17-18	8:00 -4:30	\$279	Mar 1	Jillian Bates
	Lacey	Jun 7-8	8:00 -4:30	\$279	May 20	Jillian Bates
Acrobat 9 (2 Days) (01-04-D646)	Lacey	Mar 1-2	8:00 -4:30	\$455	Feb 11	Valerie Champagne
	Lacey	Jun 1-2	8:00 -4:30	\$419	May 16	Valerie Champagne
Database Design for Mere Mortals (1 Day) (01-04-D658)	Lacey	Apr 26	8:00 -4:30	\$215	Apr 8	Jillian Bates
Dreamweaver CS4/CS5 Level 1 (2 Days) (01-04-T717)	Lacey	Mar 15-16	8:00 -4:30	\$455	Feb 25	Valerie Champagne
	Lacey	Jun 14-15	8:00 -4:30	\$455	May 27	Valerie Champagne
Drupal Web Sites - Level 1 (2 Days) (01-04-D670)	Lacey	Apr 7-8	8:00 -4:30	\$440	Mar 22	Jim Parshall
Excel 2007 - Level 1 for New Users (2 Days) (01-04-D617)	Lacey	Apr 6-7	8:00 -4:30	\$245	Mar 21	Debbie Lonborg
Excel 2007 - Level 2 (2 Days) (01-04-D618)	Lacey	Apr 13-14	8:00 -4:30	\$245	Mar 28	Tom Smith

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Excel 2007/2010 Level 1 (1 Day) (01-04-T710)	Lacey	Mar 7	8:00 -4:30	\$159	Feb 17	Dennis Sunde
	Lacey	Mar 29	8:00 -4:30	\$159	Mar 11	Debbie Akiyama
	Lacey	Apr 18	8:00 -4:30	\$159	Mar 31	Dennis Sunde
	Lacey	May 10	8:00 -4:30	\$159	Apr 22	Tom Smith
	Lacey	Jun 1	8:00 -4:30	\$159	May 16	Dennis Sunde
	Lacey	Jun 16	8:00 -4:30	\$159	May 31	Debbie Lonborg
Excel 2007/2010 Level 2 (1 Day) (01-04-T712)	Lacey	Mar 16	8:00 -4:30	\$159	Feb 28	Tom Smith
	Lacey	Mar 31	8:00 -4:30	\$159	Mar 15	Jillian Bates
	Lacey	Apr 21	8:00 -4:30	\$159	Apr 5	Dennis Sunde
	Lacey	May 16	8:00 -4:30	\$159	Apr 28	Dennis Sunde
	Lacey	Jun 7	8:00 -4:30	\$159	May 20	Darin Murphy
	Lacey	Jun 28	8:00 -4:30	\$159	Jun 10	Tom Smith
Excel 2007/2010 Level 3 (1 Day) (01-04-T734)	Lacey	Apr 28	8:00 -4:30	\$159	Apr 12	Tom Smith
	Lacey	Jun 29	8:00 -4:30	\$159	Jun 13	Dennis Sunde
Expression Web (2 Days) (01-04-D251)	Lacey	Apr 12-13	8:00 -4:30	\$435	Mar 25	Valerie Champagne
HTML: Creating Web Pages - Level 1 (1 Day) (01-04-D196)	Lacey	Apr 20	8:00 -4:30	\$155	Apr 4	Dennis Sunde
HTML: Creating Web Pages - Level 2 (1 Day) (01-04-T055)	Lacey	Mar 30	8:00 -4:30	\$175	Mar 14	Darin Murphy
Illustrator CS4/CS5 (2 Days) (01-04-T737)	Lacey	May 11-12	8:00 -4:30	\$455	Apr 25	Tim Rogers
InDesign CS4/CS5 Level 1 (2 Days) (01-04-T716)	Lacey	Mar 22-23	8:00 -4:30	\$455	Mar 4	Valerie Champagne
	Lacey	Jun 21-22	8:00 -4:30	\$455	Jun 3	Valerie Champagne
InDesign CS4/CS5 Level 2 (2 Days) (01-04-T738)	Lacey	Apr 19-20	8:00 -4:30	\$455	Apr 1	Valerie Champagne
Office 2010 (2 Days) (01-04-T713)	Lacey	Apr 11-12	8:00 -4:30	\$295	Mar 24	Darin Murphy
	Lacey	May 25-26	8:00 -4:30	\$295	May 9	Darin Murphy
	Lacey	Jun 23-24	8:00 -4:30	\$295	Jun 7	Darin Murphy
Outlook 2010 Level 1 (1 Day) (01-04-T709)	Lacey	May 24	8:00 -4:30	\$159	May 6	Debbie Lonborg
Outlook 2010 Level 2 (1 Day) (01-04-T739)	Lacey	Jun 23	8:00 -4:30	\$159	Jun 7	SPSCC Staff
Photoshop CS4/CS5 Level 1 (2 days) (01-04-T724)	Lacey	Jun 7-8	8:00 -4:30	\$455	May 20	Valerie Champagne
PowerPoint 2007/2010 Level 1 (1 Day) (01-04-T714)	Lacey	Mar 24	8:00 -4:30	\$159	Mar 8	Tom Smith
	Lacey	May 3	8:00 -4:30	\$159	Apr 15	Debbie Lonborg
PowerPoint 2007/2010 Level 2 (1 Day) (01-04-T742)	Lacey	May 24	8:00 -4:30	\$159	May 6	Debbie Lonborg
Project 2007 (3 Days) (01-04-D614)	Lacey	Mar 22-24	8:00 -4:30	\$425	Mar 4	Sharon Sikes
	Lacey	May 17-19	8:00 -4:30	\$425	Apr 29	Darin Murphy

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Publisher 2010 (1 Day) (01-04-T707)	Lacey	May 4	8:00 -4:30	\$159	Apr 18	Tim Rogers
SharePoint Services for New Users (3 Days) (01-04-T627)	Lacey	Mar 8-10	8:00 -4:30	\$495	Feb 18	Valerie Champagne
Visio 2007 - Level 1 (2 Days) (01-04-D624)	Lacey	May 10-11	8:00 -4:30	\$325	Apr 22	Tom Smith
Windows 7 For New Users (1/2 Day) (01-04-D654)	Lacey	Mar 10	8:00 -12:00	\$89	Feb 22	Tom Smith
	Lacey	May 12	8:00 -12:00	\$89	Apr 26	Tom Smith
Word 2007/2010 Level 1 (1 Day) (01-04-T711)	Lacey	Apr 14	8:00 -4:30	\$159	Mar 29	Debbie Lonborg
	Lacey	Jun 9	8:00 -4:30	\$159	May 24	Dennis Sunde
Word 2007/2010 Level 2 (1 Day) (01-04-T708)	Lacey	Mar 30	8:00 -4:30	\$159	Mar 14	Debbie Akiyama
	Lacey	Apr 21	8:00 -4:30	\$159	Apr 5	Debbie Lonborg
	Lacey	Jun 21	8:00 -4:30	\$159	Jun 3	Debbie Lonborg
Word 2007/2010 Level 3 (1 Day) (01-04-T740)	Lacey	Jun 29	8:00 -4:30	\$159	Jun 13	Debbie Lonborg

HRMS Training

HRMS Basics (1/2 Day) (01-04-H019)	Olympia	Mar 14	8:00 -12:00	\$0	Feb 24	DOP Staff
HRMS Benefits (1 Day) (01-04-H036)	Olympia	Mar 23	8:00 -4:30	\$0	Mar 7	DOP Staff
HRMS Financial Reporting (1 Day) (01-04-H020)	Olympia	Mar 1	8:00 -4:30	\$0	Feb 11	DOP Staff
HRMS Personnel Time Recording (1/2 Day) (01-04-H013)	Olympia	Mar 14	1:00 -4:30	\$0	Feb 24	DOP Staff

Human Resource Development

Conducting Effective Investigations Understanding Just Cause (1 Day) (01-09-M561)	Olympia	Mar 21	8:00 -4:30	\$140	Mar 3	Cheryl Hintz Middleton
	Olympia	Apr 11	8:00 -4:30	\$140	Mar 24	Cheryl Hintz Middleton
	Olympia	May 17	8:00 -4:30	\$140	Apr 29	Cheryl Hintz Middleton
	Olympia	Jun 2	8:00 -4:30	\$140	May 17	Cheryl Hintz Middleton
Diversity Management (1 Day) (01-09-M563)	Olympia	Mar 10	8:00 -4:30	\$160	Feb 22	Jan Dwyer
	Olympia	Apr 8	8:00 -4:30	\$160	Mar 23	Jan Dwyer
	Olympia	May 13	8:00 -4:30	\$160	Apr 27	Jan Dwyer
	Olympia	Jun 3	8:00 -4:30	\$160	May 18	Littler Mendelson
Ethics in Leadership and Decision Making in WA State (1 Day) (01-09-M564)	Olympia	Mar 7	8:00 -4:30	\$160	Feb 17	Littler Mendelson
	Olympia	Apr 14	8:00 -4:30	\$160	Mar 29	Littler Mendelson
	Olympia	May 16	8:00 -4:30	\$160	Apr 28	Littler Mendelson
Hiring Practices That are Legal and Effective (1 Day) (01-09-M560)	Olympia	May 13	8:00 -4:30	\$140	Apr 27	Cheryl Hintz Middleton
	Olympia	Jun 20	8:00 -4:30	\$140	Jun 2	Cheryl Hintz Middleton
Preventing and Managing Workplace Violence (1.5 Days) (01-09-M559)	Olympia	Apr 19 - Apr 20	8:00 -4:30 8:00 -12:00	\$200	Apr 1	Cheryl Hintz Middleton
	Olympia	May 25 - May 26	8:00 -4:30 8:00 -12:00	\$200	May 9	Cheryl Hintz Middleton

<u>Course/Title/Code</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel</u>	<u>Instructor</u>
					<u>Date</u>	
Preventing Discrimination, Harassment and Managing Accommodations (2 Days) (01-09-M562)	Olympia	Apr 11-12	8:00 -4:30	\$200	Mar 24	Ogden Murphy Wallace
	Olympia	May 9-10	8:00 -4:30	\$200	Apr 21	Ogden Murphy Wallace

Investigator Training

Investigator Training Advanced (1 Day) (01-14-IV02)	 Olympia	Mar 24	8:00 -4:30	\$145	Mar 8	Cheryl Hintz Middleton
	Olympia	May 20	8:00 -4:30	\$145	May 4	Cheryl Hintz Middleton
	Richland	May 31	8:00 -4:30	\$145	May 13	Cheryl Hintz Middleton
	Olympia	Jun 8	8:00 -4:30	\$145	May 23	Cheryl Hintz Middleton
Investigator Training Core (2 Days) (01-14-IV01)	 Olympia	Mar 14-15	8:00 -4:30	\$235	Feb 24	Cheryl Hintz Middleton
	Olympia	Apr 6-7	8:00 -4:30	\$235	Mar 21	Cheryl Hintz Middleton
	Richland	Apr 13-14	8:00 -4:30	\$235	Mar 28	Cheryl Hintz Middleton
	Olympia	May 4-5	8:00 -4:30	\$235	Apr 18	Cheryl Hintz Middleton
	Olympia	Jun 13-14	8:00 -4:30	\$235	May 26	Cheryl Hintz Middleton

Project Management Training

Project Management Electives

Agile & Lean for the IT Office (1 Day) (01-14-P028)	Lacey	Apr 7	8:00 -4:30	\$250	Mar 22	Larry Schuiski
Agile & Lean Office Value Stream Mapping (2 Days) (01-14-P027)	Lacey	Apr 27-28	8:00 -4:30	\$490	Apr 11	Larry Schuiski
Certified Associate in Project Management (CAPM) Preparation (4 Days) (01-14-P026)	Lacey	Jun 13-16	8:00 -4:30	\$995	May 26	Sharon Sikes
Project 2007 (3 Days) (01-04-D614)	Lacey	Mar 22-24	8:00 -4:30	\$425	Mar 4	Sharon Sikes
	Lacey	May 17-19	8:00 -4:30	\$425	Apr 29	Darin Murphy

Project Management Certificate Program

IT Project Management Overview (2 Days) (01-04-T547)	Lacey	Mar 1-2	8:00 -4:30	\$385	Feb 11	Dave Pratt
Project Communications Management (2 Days) (01-14-P019)	Lacey	Jun 13-14	8:00 -4:30	\$375	May 26	Dave Pratt
Project Execution, Control & Closure (2 Days) (01-14-P017)	Lacey	May 18-19	8:00 -4:30	\$365	May 2	Dalene Sprick
Project Initiation & Planning (2 Days) (01-14-P015)	Lacey	May 3-4	8:00 -4:30	\$365	Apr 15	Sharon Sikes
Project Leadership and Team Management (2 Days) (01-14-P018)	Lacey	Apr 19-20	8:00 -4:30	\$365	Apr 1	Dave Pratt
Project Management Essentials (2 Days) (01-14-P007)	Lacey	Apr 5-6	8:00 -4:30	\$375	Mar 18	Dave Pratt
	Lacey	Jun 8-9	8:00 -4:30	\$375	May 23	Dave Pratt
Project Management for Business Process Analysis (2 Days) (01-14-P022)	Lacey	May 25-26	8:00 -4:30	\$365	May 9	Sharon Sikes

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Project Quality Management (1 Day) (01-14-P016)	Lacey	May 17	8:00 -4:30	\$230	Apr 29	Dave Pratt
Project Requirements: Development & Management (2 Days) (01-14-P014)	Lacey	May 9-10	8:00 -4:30	\$375	Apr 21	Sharon Sikes
Project Risk Management (2 Days) (01-14-P020)	Lacey	Mar 15-16	8:00 -4:30	\$375	Feb 25	Sharon Sikes
Risk Management						
Community Emergency Response Team (CERT) (3 Days) (01-07-EE57)	Olympia	Mar 15-17	8:00 -5:00	\$30	Feb 25	Dept. of Personnel
Defensive Driving (1/2 Day) (01-07-EE33)	Olympia	Mar 25	8:00 -12:00	\$60	Mar 9	Judy Meuchel
Drug Free Workplace (1/2 Day) (01-07-EE59)	Olympia	May 16	8:00 -12:00	\$75	Apr 28	Chico Patalano
Ethics in State Government (1/2 Day) (01-14-EPF2)	Olympia	Apr 5	8:00 -12:00	\$75	Mar 18	Wally Vlasak
	Olympia	Jun 1	8:00 -12:00	\$75	May 16	Wally Vlasak
	Spokane	Jun 9	1:00 -5:00	\$75	May 24	Chico Patalano
Interpersonal Conflict Management (2 Days) (01-03-E00T)	Olympia	Mar 1-2	8:00 -4:30	\$160	Feb 11	Jan Dwyer
	Olympia	May 2-3	8:00 -4:30	\$160	Apr 14	Gael Treesiwin
Investigator Training Advanced (1 Day) (01-14-IV02)	 Olympia	Mar 24	8:00 -4:30	\$145	Mar 8	Cheryl Hintz Middleton
	Olympia	May 20	8:00 -4:30	\$145	May 4	Cheryl Hintz Middleton
	Richland	May 31	8:00 -4:30	\$145	May 13	Cheryl Hintz Middleton
	Olympia	Jun 8	8:00 -4:30	\$145	May 23	Cheryl Hintz Middleton
Investigator Training Core (2 Days) (01-14-IV01)	 Olympia	Mar 14-15	8:00 -4:30	\$235	Feb 24	Cheryl Hintz Middleton
	Olympia	Apr 6-7	8:00 -4:30	\$235	Mar 21	Cheryl Hintz Middleton
	Richland	Apr 13-14	8:00 -4:30	\$235	Mar 28	Cheryl Hintz Middleton
	Olympia	May 4-5	8:00 -4:30	\$235	Apr 18	Cheryl Hintz Middleton
	Olympia	Jun 13-14	8:00 -4:30	\$235	May 26	Cheryl Hintz Middleton
Sexual Harassment Awareness & Prevention (1/2 Day) (01-14-ER03)	Olympia	Apr 4	8:00 -12:00	\$75	Mar 17	Judy Clark
	Olympia	May 18	8:00 -12:00	\$75	May 2	Betsy BeMiller
	Spokane	Jun 14	1:00 -5:00	\$75	May 27	Betsy BeMiller
	Olympia	Jun 21	8:00 -12:00	\$75	Jun 3	Chico Patalano
Sexual Harassment, Diversity & Ethics (1 Day) (01-14-ER02)	Olympia	Apr 7	8:00 -4:30	\$75	Mar 22	Kellye Wise
	Olympia	May 17	8:00 -4:30	\$110	Apr 29	Betsy BeMiller
	Olympia	Jun 14	8:00 -4:30	\$110	May 27	Judy Clark
Supervision Essentials-Phase I (3 Days) (01-09-M401)	Olympia	Mar 14-16	8:00 -4:30	\$350	Feb 24	Mike Magno
	Olympia	Mar 23-25	8:00 -4:30	\$350	Mar 7	Jane Wood
	Olympia	Apr 11-13	8:00 -4:30	\$350	Mar 24	Mike Magno
	Olympia	Apr 27-29	8:00 -4:30	\$350	Apr 11	Jan Dwyer
	Olympia	May 9-11	8:00 -4:30	\$350	Apr 21	Mike Magno
	Olympia	Jun 1-3	8:00 -4:30	\$350	May 16	Mike Magno
	Olympia	Jun 22-24	8:00 -4:30	\$350	Jun 6	Jan Dwyer

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Understanding Discrimination, Harassment & Violence in the Workplace (1 Day) (01 14 EP69)	Olympia	Apr 7	8:00 -4:30	\$110	Mar 22	Betsy BeMiller
	Olympia	Jun 15	8:00 -4:30	\$110	May 30	Judy Clark
Understanding the Diverse Workforce (1 Day) (01-14-EP50)	Olympia	Apr 6	8:00 -4:30	\$110	Mar 21	Jan Dwyer
	Olympia	Jun 3	8:00 -4:30	\$110	May 18	Jan Dwyer
	Spokane	Jun 8	8:00 -4:30	\$110	May 23	Jan Dwyer
Violence in the Workplace (1 Day) (01-07-M206)	Olympia	Mar 17	8:00 -4:30	\$110	Mar 1	Mike Magno
	Olympia	Jun 6	8:00 -4:30	\$110	May 19	Mike Magno