

Washington State Department of Personnel

Training Schedule

April 2010 - August 2010



Now includes online courses



For daily updates: www.dop.wa.gov/training

Washington State Department of Personnel
Organizational and Employee Development
600 Franklin St, Olympia WA 98504-7530

Department of Personnel (DOP)

Course Schedule

April 2010-August 2010

Organizational and Employee
Development Services (OEDS)

Registration

State Agencies

Please contact your Training Representative or Human Resource (HR) 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 registered and unable to attend, please contact your agency's Training Representative or Human Resource (HR) Office. Please ask them to cancel your registration with DOP. No shows and cancellations made after the "Cancel Date" will be charged.

Course Availability

Please contact your agency Training Representative or call (360) 664-1921 to check on seat availability. To get the most up-to-date course information, please visit:

<http://www.dop.wa.gov/training/Pages/default.aspx>



We're here to help.

Organizational & Employee Development Services
(OEDS)

Customer & Business Support (CBS)



E-Mail: Traininginfo@dop.wa.gov



Phone: (360) 664-1921



TTY Phone: (360) 664-6211

Reasonable Accommodation



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

Disability parking: Persons with disabilities who have a disabled parking permit may park at metered parking for up to 8 hours free. If you are attending a class at the OEDS Training Center you may also park in designated spaces, both in the front and back of the building.

Course Schedule publication options: This publication is available in alternate formats upon request.

Tips for Traveling



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

Table of Contents

Course List

- Leadership Development 2**
- Professional Development..... 3**
 - Customer Service 3
 - Diversity..... 3
 - Government to Government 3
 - Health and Safety 4
 - Interpersonal Communication..... 4
 - Management Framework..... 5
 - Meetings and Facilitation..... 5
 - Personal Development 5
 - Presentation, Training Design and Delivery 5
 - Records Management Rules and Practices 6
 - Sexual Harassment 6
 - Written Communications 6
 - Government Efficiency..... 7
- Information Technology 7**
 - Database Administration and Management..... 7
 - Developer Software..... 8
 - Geographic Information Systems 8
 - Hardware and Networks..... 8
 - IT Governance..... 9
 - Operating Systems..... 9
 - Security 9
 - Web Design..... 9
- PC End User 10**
- HRMS Training 12**
- Human Resources Development..... 12**
- Investigator Training 13**
- Project Management Training 13**
 - Project Management Electives 13
 - Project Management Certification Program..... 13
- Risk Management 14**

Training Schedule

April – August 2010

<u>Course Title</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
Leadership Development						
Basic Principles For a Collaborative Workplace (01-03-ZM34)	Olympia	Jul 26	8:00 -12:00	\$100	Jul 8	Kristi Morrish
Budgeting for the Non-Financial Manager (01-09-M091)	Olympia	May 24-25	8:00 -4:30	\$300	May 6	Sam Knutson
Coaching: Bringing out the Best in Others (01-09-ZM52)	Olympia	Jun 28	8:00 -12:00	\$100	Jun 10	Stan Freeman
	Olympia	Aug 2	8:00 -12:00	\$100	Jul 15	Stan Freeman
Giving & Receiving Constructive Feedback (01-03-ZM20)	Olympia	May 20	8:00 -12:00	\$100	May 4	Kristi Morrish
	Olympia	Jul 13	8:00 -12:00	\$100	Jun 25	Stan Freeman
Handling Emotions Under Pressure (01-03-ZM37)	Olympia	Apr 22	8:00 -12:00	\$100	Apr 6	Kristi Morrish
	Olympia	May 12	8:00 -12:00	\$100	Apr 26	Kristi Morrish
	Olympia	Jul 21	8:00 -12:00	\$100	Jul 5	Kristi Morrish
HELP II: Diversity Management (01-09-M501)	Olympia	Jun 22	8:00 -4:30	\$160	Jun 4	Littler Mendelson
HELP II: Effective Investigations in a Just Cause World (01-09-M507)	Olympia	May 6	8:00 -4:30	\$160	Apr 20	Littler Mendelson
HELP II: Ethical Leadership & Decision Making (01-09-M504)	Olympia	Apr 21	8:00 -4:30	\$160	Apr 5	Littler Mendelson
HELP II: Lawful & Effective Hiring Practices (01-09-M506)	Olympia	May 25	8:00 -4:30	\$160	May 7	Littler Mendelson
HELP II: Preventing Discrimination, Harassment & Managing Accommodations (01-09-M502)	Olympia	Jun 8-9	8:00 -4:30	\$310	May 21	Littler Mendelson
HELP II: Workplace Violence Assessment & Prevention (01-09-M503)	Olympia	Apr 6-7	8:00 -4:30	\$240	Mar 19	Littler Mendelson
How NOT to Micromanage (01-09-M450)	Olympia	Jun 24	8:00 -4:30	\$160	Jun 8	Rick Lynch
Language of Leadership, The (01-09-M308)	Olympia	May 5	8:00 -4:30	\$160	Apr 19	Rick Lynch
Managing Your Priorities (01-14-ZM39)	Olympia	Aug 23	8:00 -12:00	\$100	Aug 5	Stan Freeman
Moving From Conflict To Collaboration (01-03-ZM54)	Olympia	Jun 2	8:00 -12:00	\$100	May 17	Stan Freeman
	Olympia	Aug 19	8:00 -12:00	\$100	Aug 3	Kristi Morrish
Negotiation (01-09-M234)	Olympia	May 3-5	8:00 -4:30	\$425	Apr 15	William Lincoln

Training Schedule

April – August 2010

<u>Course Title</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
	Olympia	May 19	8:00 -12:00	\$85	May 3	Tina VanderWal
Leadership Development Continued						
Performance & Development Plan (PDP) (01-09-M325)	Olympia	Jul 20	8:00 -12:00	\$85	Jul 2	Kris Brophy
Problem Solving and Decision Making (01-09-0024)	Olympia	Apr 14	8:00 -4:30	\$160	Mar 29	Cindy Colvin
Public Disclosure & Public Records - A Survival Guide for Managers & Supervisors (01-09-M518)	Olympia	May 20	8:00 -12:00	\$45	May 4	Koziara, Ford and Wood
Reality Check: Is Management for Me (01-09-M421)	Olympia	Jun 17	8:00 -4:30	\$110	Jun 1	Jim This
Supervision Essentials-Phase I (01-09-M401)	Olympia	Apr 27-29	8:00 -4:30	\$350	Apr 9	Cheryl Hintz Middleton
	Olympia	May 10-12	8:00 -4:30	\$350	Apr 22	Marsha Fraser
	Olympia	May 24-26	8:00 -4:30	\$350	May 6	Mike Magno
	Olympia	Jun 14-16	8:00 -4:30	\$350	May 27	Jan Dwyer
	Olympia	Jul 12-14	8:00 -4:30	\$350	Jun 24	Mike Magno
	Olympia	Aug 16-18	8:00 -4:30	\$350	Jul 29	Mike Magno
Supervision Essentials-Phase II (01-09-M402)	Olympia	May 19-20	8:00 -4:30	\$210	May 1	SPSCC
Professional Development						
Customer Service						
Customer Service: Maintaining a Positive Attitude (01-03-E077)	Olympia	May 11	8:00 -4:30	\$110	Apr 23	Rick Lynch
	Olympia	Jun 8	8:00 -4:30	\$110	May 21	Marilyn McCabe Love
Diversity						
HELP II: Diversity Management (01-09-M501)	Olympia	Jun 22	8:00 -4:30	\$160	Jun 4	Littler Mendelson
Understanding the Diverse Workforce (01-14-EP50)	Olympia	Jun 22	8:00 -4:30	\$110	Jun 4	David Whitfield
Government to Government						
Government to Government Training (01-03-SP14)	Olympia	Apr 13	8:30 -4:30	\$110	Mar 26	Gordon James
	Seattle	Apr 20	8:30 -4:30	\$110	Apr 2	Gordon James
	Olympia	Jun 8	8:30 -4:30	\$110	May 21	Gordon James
	Yakima	Jun 15	8:30 -4:30	\$110	May 28	Gordon James
	Olympia	Aug 3	8:30 -4:30	\$110	Jul 16	Gordon James
	Spokane	Aug 10	8:30 -4:30	\$110	Jul 23	Gordon James

Training Schedule

April – August 2010

<u>Course Title</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
Health & Safety						
Defensive Driving (01-07-EE33)	Olympia	May 13	8:00 -12:00	\$80	Apr 27	Sarah Barrie
	Olympia	Jul 28	8:00 -12:00	\$55	Jul 12	Judy Meuchel
	Olympia	Aug 26	8:00 -12:00	\$55	Aug 10	Judy Meuchel
First Aid/CPR/AED (01-07-EE41)	Olympia	Jun 14	8:00 -4:30	\$85	May 27	Dale Movius
Managing Job Stress (01-07-EE05)	Olympia	Jun 7-8	8:00 -4:30	\$135	May 20	JoAnn Nai-che
Violence in the Workplace (01-07-M206)	Olympia	May 3	8:00 -4:30	\$110	Apr 15	Mike Magno
	Olympia	Jul 15	8:00 -4:30	\$100	Jun 29	Mike Magno
	Olympia	Aug 25	8:00 -4:30	\$100	Aug 9	Mike Magno
Interpersonal Communication						
Adult Learning Styles: Its Influence on Job Performance (01-03-E055)	Olympia	Apr 27-28	8:00 -4:30	\$150	Apr 9	Nancy Macduff
Assertive Communication (01-03-E075)	Olympia	May 11-12	8:00 -4:30	\$150	Apr 23	Jan Dwyer
Basic Principles For a Collaborative Workplace (01-03-ZM34)	Olympia	Jul 26	8:00 -12:00	\$100	Jul 8	Kristi Morrish
Communication Styles & Skills for Employees (01-03-E015)	Olympia	May 10-11	8:00 -4:30	\$275	Apr 22	Tena Crosby
Crucial Conversations (01-03-EC03)	Olympia	Jun 23-24	8:00 -4:30	\$400	Jun 7	Doug Nathan
	Olympia	May 20	8:00 -12:00	\$100	May 4	Kristi Morrish
Giving & Receiving Constructive Feedback (01-03-ZM20)	Olympia	Jul 13	8:00 -12:00	\$100	Jun 25	Stan Freeman
	Olympia	Apr 22	8:00 -12:00	\$100	Apr 6	Kristi Morrish
	Olympia	May 12	8:00 -12:00	\$100	Apr 26	Kristi Morrish
Handling Emotions Under Pressure (01-03-ZM37)	Olympia	Jul 21	8:00 -12:00	\$100	Jul 5	Kristi Morrish
	Olympia	Apr 14-15	8:00 -4:30	\$155	Mar 29	Mike Magno
Interpersonal Communication Skills (01-03-E008)	Olympia	Jul 21-22	8:00 -4:30	\$155	Jul 5	Mike Magno
	Olympia	May 4-5	8:00 -4:30	\$160	Apr 16	Executive Diversity Services
Interpersonal Conflict Management (01-03-E00T)	Olympia	Jun 2	8:00 -12:00	\$100	May 17	Stan Freeman
	Olympia	Aug 19	8:00 -12:00	\$100	Aug 3	Kristi Morrish

Training Schedule

April – August 2010

<u>Course Title</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
Interpersonal Communication Continued						
Serving Difficult Clients (01-03-E006)	Spokane	May 17-18	8:30 -5:00	\$160	Apr 29	Executive Diversity Services
	Olympia	Jun 23-24	8:00 -4:30	\$160	Jun 7	Executive Diversity Services
Training Techniques Part 3: Polishing Your Presentation Skills (01-03-EC18)	Olympia	May 13	8:00 -4:30	\$110	Apr 27	Teena M. Kennedy
Management Framework						
Using Charts & Graphs to Communicate About Performance (01-09-GM01)	Olympia	May 12	8:00 -4:30	\$110	Apr 26	David Norman
	Olympia	Aug 3	8:00 -4:30	\$109	Jul 16	David Norman
Using Data & Statistical Tools to Analyze & Improve Performance (01-09-GM03)	Olympia	Jun 15	8:00 -4:30	\$110	May 28	Brian Willett
	Olympia	Aug 19	8:00 -4:30	\$110	Aug 3	Brian Willett
Meetings & Facilitation						
Effective Meeting Management (01-14-M084)	Olympia	Apr 26	8:00 -4:30	\$135	Apr 8	Cheryl Threatt
	Olympia	Jun 10	8:00 -4:30	\$135	May 25	Cheryl Threatt
Facilitator Skills Training - Phase 1 (01-14-EP72)	Olympia	Jun 14-16	8:00 -4:30	\$210	May 28	Betsy BeMiller
Personal Development						
Building Confidence, Competence, & Credibility (01-14-EPB6)	Olympia	May 26-27	8:00 -4:30	\$160	May 10	JoAnn Nai-che
Managing Your Priorities (01-14-ZM39)	Olympia	Aug 23	8:00 -12:00	\$100	Aug 5	Stan Freeman
Reasonable Accommodation Training (4 hours) (01-14-AD23)	Olympia	Jul 22	8:00 -12:00	\$85	Jul 6	John Evans
	Olympia	Aug 18	8:00 -12:00	\$85	Aug 2	John Evans
Success Habits (01-14-EP04)	Olympia	May 24	8:00 -4:30	\$110	May 6	Rick Lynch
Time Management (01-14-M094)	Olympia	May 17	8:00 -4:30	\$110	Apr 29	Martha Bryan
Presentation & Training Design & Delivery						
Designing Effective Training Programs (01-03-E005)	Olympia	Apr 6-8	8:00 -4:30	\$185	Mar 19	Gula Muir
Presentation Skills, Advanced (01-03-E001)	Olympia	May 24-25	8:00 -4:30	\$150	May 6	JoAnn Nai-che
Training Techniques Part 3: Polishing	Olympia	May 13	8:00 -4:30	\$110	Apr 27	Teena M. Kennedy

Training Schedule

April – August 2010

<u>Course Title</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
Your Presentation Skills (01-03-EC18)						
Records Management Rules & Practices						
Electronic Record Management (01-14-R001)	Olympia	Apr 21	8:00 -4:30	\$60	Apr 5	Leslie Koziara
	Olympia	May 18	8:00 -4:30	\$60	Apr 30	Russell Wood
	Olympia	Jun 22	8:00 -4:30	\$60	Jun 4	Leslie Koziara
	Olympia	Jul 27	8:00 -4:30	\$60	Jul 9	Leslie Koziara
Public Disclosure & Public Records - A Survival Guide for Managers & Supervisors (01-09-M518)	Olympia	May 20	8:00 -12:00	\$45	May 4	Koziara, Ford and Wood
Records & Information Management & Using the State Record Center (01-14-EP16)	Olympia	Apr 14	8:00 -4:30	\$60	Mar 29	Russell Wood
	Olympia	Jun 9	8:00 -4:30	\$60	May 24	Russell Wood
	Olympia	Aug 19	8:00 -4:30	\$60	Aug 3	Russell Wood
Sexual Harassment						
Sexual Harassment Awareness & Prevention (01-14-EP49)	Olympia	Apr 6	8:00 -4:30	\$110	Mar 19	Betsy BeMiller
	Olympia	May 4	8:00 -4:30	\$110	Apr 16	Betsy BeMiller
	Olympia	Jun 23	8:00 -4:30	\$110	Jun 7	Betsy BeMiller
Written Communications						
Editing Skills Review (01-03-EW55)	Olympia	May 13	8:00 -4:30	\$110	Apr 27	Virginia Given
Grammar Review - Part 1 (01-03-EW53)	Olympia	Apr 1	8:00 -4:30	\$110	Mar 16	Teena M. Kennedy
Grammar Review - Part 2 (01-03-EW54)	Olympia	May 6	8:00 -4:30	\$110	Apr 20	Teena M. Kennedy
Proofreading Skills Review (01-03-EW56)	Olympia	Jun 7	8:00 -4:30	\$110	May 20	Virginia Given
Punctuation Skills - Part 2 (01-03-EW58)	Olympia	May 12	8:00 -4:30	\$110	Apr 26	Sharon Bridwell
Technical Writing: Editing Techniques (01-03-EW59)	Olympia	Apr 15	8:00 -4:30	\$110	Mar 30	Sharon Bridwell
Technical Writing: Proofreading Techniques (01-03-EW60)	Olympia	Jun 17	8:00 -4:30	\$110	Jun 1	Sharon Bridwell
Writing Documents in Plain Talk (01-03-EW50)	Olympia	Apr 13	8:00 -4:30	\$110	Mar 26	Sharon Bridwell
	Olympia	May 3	8:00 -4:30	\$110	Apr 15	Jordan Peabody
	Olympia	May 18	8:00 -4:30	\$110	Apr 30	Sharon Bridwell
	Olympia	Jun 10	8:00 -4:30	\$110	May 25	Sharon Bridwell
Writing Minutes & Meeting Notes (01-03-EW19)	Olympia	Jun 7	8:00 -4:30	\$100	May 20	Jordan Peabody

Training Schedule

April – August 2010

<u>Course Title</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
Written Communications Continued						
Writing Policies & Procedures (01-03-EW10)	Olympia	May 10	8:00 -4:30	\$110	Apr 22	Jordan Peabody
Writing Skills (01-03-EW04)	Olympia	Jun 1	8:00 -4:30	\$110	May 14	Jordan Peabody
Government Efficiency						
Using Charts & Graphs to Communicate About Performance (01-09-GM01)	Olympia	May 12	8:00 -4:30	\$110	Apr 26	David Norman
	Olympia	Aug 3	8:00 -4:30	\$109	Jul 16	David Norman
Using Data & Statistical Tools to Analyze & Improve Performance (01-09-GM03)	Olympia	Jun 15	8:00 -4:30	\$110	May 28	Brian Willett
	Olympia	Aug 19	8:00 -4:30	\$110	Aug 3	Brian Willett
Information Technology						
Database Administration & Management						
Crystal Reports XI - Level 1 (01-04-T330)	Olympia	Jun 29-30	8:00 -4:30	\$620	Jun 11	Mike McGehee
Crystal Reports XI - Level 2 (01-04-T331)	Olympia	May 25-26	8:00 -4:30	\$620	May 7	Mike McGehee
SQL Query Tips, Tricks and Traps (01-04-T687)	Olympia	Apr 15	8:00 -12:00	\$145	Mar 30	Bernie Benson
SQL Query Tuning & Optimization (01-04-T662)	Olympia	May 5-6	8:00 -4:30	\$785	Apr 19	Jim Parshall
SQL Server 2008 Administration (01-04-T678)	Olympia	May 4-6	8:00 -4:30	\$975	Apr 16	Jim Parshall
SQL Server 2008 Business Intelligence (01-04-T674)	Olympia	Jun 8-10	8:00 -4:30	\$1,275	May 21	Jim Parshall
SQL Server 2008 Fundamentals (01-04-T684)	Olympia	May 13-14	8:00 -4:30	\$620	Apr 27	Jim Parshall
SQL Server 2008 Integration Services - SSIS (01-04-T676)	Olympia	May 17-19	8:00 -4:30	\$1,125	Apr 29	Jim Parshall
SQL Server 2008 Querying Transact SQL (01-04-T683)	Olympia	Jun 3-4	8:00 -4:30	\$610	May 18	Darin Murphy
SQL Stored Procedures (01-04-T275)	Olympia	May 20-21	8:00 -4:30	\$620	May 4	Bernie Benson
SQL Structured Query Language - Lecture (01-04-D156)	Olympia	Jun 22-23	8:00 -4:30	\$365	Jun 4	Paul Smith

Training Schedule

April – August 2010

<u>Course Title</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
Developer Software						
AJAX - Level 1 (01-04-T639)	Olympia	May 3-4	8:00 -4:30	\$770	Apr 15	Craig Wood
ASP.NET 3.5 - Level 1 (01-04-T663)	Olympia	Apr 5-7	8:00 -4:30	\$985	Mar 18	Jim Parshall
ASP.NET 3.5 - Level 2 (01-04-T672)	Olympia	Jun 1-3	8:00 -4:30	\$980	May 14	Jim Parshall
C# & Visual Basic - Level 2 (01-04-T659)	Olympia	May 10-12	8:00 -4:30	\$990	Apr 22	Jim Parshall
C# 2008 - Level 1 (01-04-T666)	Olympia	Apr 12-14	8:00 -4:30	\$920	Mar 25	Jim Parshall
Introduction to Programming (01-04-T011)	Olympia	May 13	8:00 -4:30	\$220	Apr 27	Mike McGehee
Javascript Advanced (01-04-T317)	Olympia	Jun 15-16	8:00 -4:30	\$575	May 28	Dennis Sunde
JavaScript Basics (01-04-T034)	Olympia	Apr 20-22	8:00 -4:30	\$700	Apr 2	Valerie Champagne
Object-Oriented Analysis & Design - UML (4 Days) (01-04-T028)	Olympia	May 24-27	8:00 -4:30	\$1,200	May 6	Jim Parshall
Service Oriented Architecture - SOA (01-04-T660)	Olympia	Apr 20-21	8:00 -4:30	\$685	Apr 2	Jim Parshall
Web Forms Creation with InfoPath 2007 & SharePoint (01-04-T657)	Olympia	Jun 1-2	8:00 -4:30	\$435	May 14	Valerie Champagne
Geographic Information Systems						
ArcGIS Desktop I: Getting Started with GIS (01-04-T653)	Seattle	Jun 7-8	8:30 -5:00	\$550	May 20	Cheryl Wilder
ArcGIS Desktop II: Tools and Functionality (01-04-T654)	Seattle	May 10-12	8:30 -5:00	\$770	Apr 22	Cheryl Wilder
	Olympia	May 17-19	8:30 -4:30	\$770	Apr 29	John Schaeffer
	Seattle	Jun 9-11	8:30 -5:00	\$770	May 24	Cheryl Wilder
ArcGIS Desktop III: Workflows & Analysis (01-04-T655)	Seattle	May 13-14	8:30 -5:00	\$550	Apr 27	Cheryl Wilder
	Olympia	May 20-21	8:30 -4:30	\$550	May 4	John Schaeffer
King County GIS Academy (5 Days) (01-04-T671)	Seattle	Apr 5-9	8:30 -5:00	\$950	Mar 18	Cheryl Wilder
Hardware & Networks						
A+ Certification Training (5 Days) (01-04-T017)	Olympia	Jun 21-25	8:00 -4:30	\$1,100	Jun 3	Morgan Davis
PowerShell Scripting (01-04-T650)	Olympia	Apr 1-2	8:00 -4:30	\$730	Mar 16	Jim Parshall

Training Schedule

April – August 2010

<u>Course Title</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
IT Governance						
Help Desk Specialist (01-04-T667)	Olympia	May 26-27	8:00 -4:30	\$450	May 10	Anne Barnes
ITIL v3 Certification Course (01-04-T656)	Olympia	Jun 1-3	8:00 -4:30	\$985	May 14	Morgan Davis
Operating Systems						
PowerShell Scripting (01-04-T650)	Olympia	Apr 1-2	8:00 -4:30	\$730	Mar 16	Jim Parshall
SharePoint Server 2007 Administration (01-04-T626)	Olympia	Apr 27-29	8:00 -4:30	\$925	Apr 9	Morgan Davis
Windows Server 2008: Administration (5 Days) (01-04-T688)	Olympia	May 3-7	8:00 -4:30	\$1,595	Apr 15	Morgan Davis
Windows Server 2008: Hyper-V (01-04-T689)	Olympia	May 20-21	8:00 -4:30	\$740	May 4	Morgan Davis
Windows Server 2008: Network Infrastructure (01-04-T690)	Olympia	Jun 28-30	8:00 -4:30	\$980	Jun 10	Morgan Davis
Security						
Security+ (5 Days) (01-04-T255)	Olympia	Jun 14-18	8:00 -4:30	\$1,375	May 27	Morgan Davis
Web Design						
Cascading Style Sheets: Fundamentals (01-04-T210)	Olympia	Apr 27-28	8:00 -4:30	\$390	Apr 9	Valerie Champagne
Cascading Style Sheets: Mastering Web Design (01-04-T211)	Olympia	May 17-19	8:00 -4:30	\$525	Apr 29	Valerie Champagne
Dreamweaver CS4 - Level 1 (01-04-T658)	Olympia	Jun 8-9	8:00 -4:30	\$417	May 21	Valerie Champagne
Dreamweaver CS4 - Level 2 (01-04-T673)	Olympia	Apr 13-14	8:00 -4:30	\$417	Mar 26	Valerie Champagne
Fireworks CS4 (01-04-T685)	Olympia	Jun 15-16	8:00 -4:30	\$415	May 28	Valerie Champagne
Flash CS4 Professional (01-04-T677)	Olympia	Jun 29-30	8:00 -4:30	\$409	Jun 11	Valerie Champagne
SharePoint Services for New Users (01-04-T627)	Olympia	Apr 6-8	8:00 -4:30	\$500	Mar 19	Valerie Champagne
	Olympia	Jun 21-23	8:00 -4:30	\$500	Jun 3	Valerie Champagne
Web Design & Usability Techniques (01-04-T084)	Olympia	May 12-13	8:00 -4:30	\$420	Apr 26	Valerie Champagne
Web Forms Creation with InfoPath 2007 & SharePoint (01-04-T657)	Olympia	Jun 1-2	8:00 -4:30	\$435	May 14	Valerie Champagne
Web Page Design using SharePoint Designer 2007 (01-04-D632)	Olympia	Jun 10-11	8:00 -4:30	\$370	May 25	Sherrye Morgan

Training Schedule

April – August 2010

<u>Course Title</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
PC End User						
Access 2007 - Level 1 (01-04-D472)	Olympia	Apr 8-9	8:00 -4:30	\$245	Mar 23	Dennis Sunde
	Olympia	May 3-4	8:00 -4:30	\$245	Apr 15	Dennis Sunde
	Olympia	Jun 1-2	8:00 -4:30	\$245	May 14	Sherrye Morgan
Access 2007 - Level 2 (01-04-D616)	Olympia	Apr 20-21	8:00 -4:30	\$245	Apr 2	Sherrye Morgan
	Olympia	May 24-25	8:00 -4:30	\$245	May 6	Jillian Lamont-Bates
	Olympia	Jun 29-30	8:00 -4:30	\$245	Jun 11	Jillian Lamont-Bates
Access 2007 - Level 3 (01-04-D645)	Olympia	Jun 8-9	8:00 -4:30	\$260	May 21	Sherrye Morgan
Access and Excel 2007 - Creating Links (01-04-D657)	Olympia	May 6	8:00 -12:00	\$75	Apr 20	Sherrye Morgan
Acrobat 9 (01-04-D646)	Olympia	Apr 28-29	8:00 -4:30	\$415	Apr 12	Darin Murphy
	Olympia	Jun 24-25	8:00 -4:30	\$415	Jun 8	Valerie Champagne
Database Design for Mere Mortals (01-04-D658)	Olympia	Apr 15	8:00 -4:30	\$215	Mar 30	Jillian Lamont-Bates
	Olympia	Jun 28	8:00 -4:30	\$215	Jun 10	Jillian Lamont-Bates
Excel 2007 - Level 1 (01-04-D344)	Olympia	Apr 29	8:00 -4:30	\$135	Apr 13	Tom Smith
	Olympia	May 27	8:00 -4:30	\$135	May 11	Tom Smith
	Olympia	Jun 28	8:00 -4:30	\$135	Jun 10	Tom Smith
Excel 2007 - Level 1 for New Users (01-04-D617)	Olympia	Apr 15-16	8:00 -4:30	\$245	Mar 30	Dennis Sunde
	Olympia	May 10-11	8:00 -4:30	\$245	Apr 22	Bob Corl
	Olympia	Jun 17-18	8:00 -4:30	\$245	Jun 1	Bob Corl
Excel 2007 - Level 2 (01-04-D618)	Lacey	Apr 26-27	8:00 -4:30	\$245	Apr 8	SPSCC Staff
	Olympia	Apr 26-27	8:00 -4:30	\$245	Apr 8	Dennis Sunde
	Olympia	Jun 2-3	8:00 -4:30	\$245	May 17	Dennis Sunde
Excel 2007 - Level 3 (01-04-D630)	Olympia	May 12-13	8:00 -4:30	\$245	Apr 26	Dennis Sunde
	Lacey	May 19-20	8:00 -4:30	\$245	May 3	SPSCC Staff
Excel 2007 - Level 4 Power User (01-04-D643)	Olympia	Jun 15	8:00 -4:30	\$135	May 28	Dennis Sunde
Excel Spreadsheet to Access Database Conversion (01-04-D653)	Olympia	Apr 22	8:00 -12:00	\$75	Apr 6	Tom Smith
Expressions Web (01-04-D251)	Olympia	May 26-27	8:00 -4:30	\$280	May 10	Bob Corl
HTML: Creating Web Pages - Level 1 (01-04-D196)	Olympia	Apr 8	8:00 -4:30	\$155	Mar 23	Sherrye Morgan
HTML: Creating Web Pages - Level 2 (01-04-T055)	Olympia	Apr 27-28	8:00 -4:30	\$270	Apr 9	Sherrye Morgan
Illustrator CS4 (01-04-D651)	Olympia	May 5-6	8:00 -4:30	\$409	Apr 19	Tim Rogers

Training Schedule

April – August 2010

<u>Course Title</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
PC End User Continued						
InDesign CS4 - Level 1 (01-04-D647)	Olympia	Apr 13-14	8:00 -4:30	\$415	Mar 26	Darin Murphy
Office 2007 (01-04-D613)	Olympia	Apr 13-14	8:00 -4:30	\$255	Mar 26	Bob Corl
	Olympia	May 26-27	8:00 -4:30	\$255	May 10	Sherrye Morgan
Office 2007 IDEA (01-04-D660)	Olympia	May 17	8:00 -12:00	\$75	Apr 29	Sherrye Morgan
Office 2007 Keyboard Shortcuts (01-04-D659)	Olympia	May 17	1:00 -5:00	\$75	Apr 29	Sherrye Morgan
Outlook 2007 - Level 1 (01-04-D619)	Olympia	Apr 1	8:00 -4:30	\$135	Mar 16	Bob Corl
Outlook 2007 - Level 2 (01-04-D620)	Olympia	Jun 1	8:00 -4:30	\$135	May 14	Tom Smith
Outlook Quick Tips (01-04-D655)	Olympia	Apr 22	1:00 -5:00	\$75	Apr 6	Tom Smith
Photoshop CS4 - Level 1 (01-04-D644)	Olympia	May 25-26	8:00 -4:30	\$417	May 7	Tim Rogers
Photoshop CS4 - Level 2 (01-04-D648)	Olympia	Jun 10-11	8:00 -4:30	\$415	May 25	Tim Rogers
PowerPoint 2007 - Level 1 (01-04-D621)	Olympia	Apr 1	8:00 -4:30	\$135	Mar 16	Dennis Sunde
	Olympia	Jun 7	8:00 -4:30	\$135	May 20	Sherrye Morgan
PowerPoint 2007 - Level 2 (01-04-D622)	Olympia	Apr 22	8:00 -4:30	\$135	Apr 6	Bob Corl
	Olympia	Jun 24	8:00 -4:30	\$135	Jun 8	Tom Smith
Project 2007 (01-04-D614)	Olympia	Apr 20-22	8:00 -4:30	\$425	Apr 2	Darin Murphy
	Olympia	Jun 8-10	8:00 -4:30	\$425	May 21	Mike McGehee
Project 2007 - Application (01-04-D652)	Olympia	May 4	8:00 -4:30	\$235	Apr 16	Dave Pratt
Publisher 2007 (01-04-D638)	Olympia	Apr 15	8:00 -4:30	\$140	Mar 30	Mary McClain
	Olympia	Jun 17	8:00 -4:30	\$140	Jun 1	Dennis Sunde
SharePoint Services for New Users (01-04-T627)	Olympia	Apr 6-8	8:00 -4:30	\$500	Mar 19	Valerie Champagne
	Olympia	Jun 21-23	8:00 -4:30	\$500	Jun 3	Valerie Champagne
Visio 2007 - Level 1 (01-04-D624)	Olympia	May 10-11	8:00 -4:30	\$300	Apr 22	Darin Murphy
Web Data-Driven Pages for Non-Programmers (01-04-D656)	Olympia	Apr 15	1:00 -5:00	\$75	Mar 30	Bernie Benson
Web Page Design using SharePoint Designer 2007 (01-04-D632)	Olympia	Jun 10-11	8:00 -4:30	\$370	May 25	Sherrye Morgan
Windows 7 For New Users (01-04-D654)	Olympia	May 5	8:00 -12:00	\$89	Apr 19	Darin Murphy
	Olympia	Jun 14	8:00 -12:00	\$89	May 27	Dennis Sunde

Training Schedule

April – August 2010

<u>Course Title</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
PC End User Continued						
Word 2007 - Level 1 (01-04-D615)	Olympia	Apr 19	8:00 -4:30	\$135	Apr 1	Mary McClain
	Olympia	Jun 7	8:00 -4:30	\$135	May 20	Tom Smith
Word 2007 - Level 2 (01-04-D623)	Olympia	Apr 29	8:00 -4:30	\$135	Apr 13	Mary McClain
	Olympia	Jun 28	8:00 -4:30	\$135	Jun 10	Dennis Sunde
Word 2007: Forms, Macros & XML (01-04-D640)	Olympia	May 27	8:00 -4:30	\$140	May 11	Darin Murphy
Word 2007: Managing Long Documents (01-04-D639)	Olympia	Apr 8	8:00 -4:30	\$140	Mar 23	Darin Murphy
Word 2007: Mastering Mail Merge (01-04-D665)	Olympia	May 18	8:00 -12:00	\$75	Apr 30	Dennis Sunde
	Olympia	May 18	1:00 -5:00	\$75	Apr 30	Dennis Sunde
	Lacey	Jun 22	8:00 -4:30	\$75	Jun 4	Dennis Sunde
HRMS Training						
HRMS Basics (01-04-H019)	Olympia	Apr 9	8:00 -12:00	\$0	Mar 24	DOP Staff
HRMS Benefits (01-04-H036)	Olympia	Jun 22	8:00 -4:30	\$0	Jun 4	DOP Staff
HRMS Employee Hiring, and Processing (01-04-H008)	Olympia	Apr 6-7	8:00 -4:30	\$0	Mar 19	DOP Staff
HRMS Financial Reporting (01-04-H020)	Olympia	Jun 10	8:00 -4:30	\$0	May 25	DOP Staff
HRMS Garnishments (01-04-H009)	Olympia	Apr 21	8:00 -12:00	\$0	Apr 5	DOP Staff
HRMS Maintaining Payroll Master Data (01-04-H010)	Olympia	May 10-11	8:00 -4:30	\$0	Apr 22	DOP Staff
HRMS Payroll & Reports (01-04-H003)	Olympia	May 6	8:00 -4:30	\$0	Apr 20	DOP Staff
HRMS Personnel Time Recording (01-04-H013)	Olympia	Apr 21	1:00 -4:30	\$0	Apr 5	DOP Staff
HRMS Quotas (01-04-H037)	Olympia	Apr 29	8:00 -4:30	\$0	Apr 13	DOP Staff
Human Resource Development						
HELP II: Diversity Management (01-09-M501)	Olympia	Jun 22	8:00 -4:30	\$160	Jun 4	Littler Mendelson
HELP II: Effective Investigations in a Just Cause World (01-09-M507)	Olympia	May 6	8:00 -4:30	\$160	Apr 20	Littler Mendelson
HELP II: Ethical Leadership & Decision Making (01-09-M504)	Olympia	Apr 21	8:00 -4:30	\$160	Apr 5	Littler Mendelson

Training Schedule

April – August 2010

<u>Course Title</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
Human Resource Development Continued						
HELP II: Lawful & Effective Hiring Practices (01-09-M506)	Olympia	May 25	8:00 -4:30	\$160	May 7	Littler Mendelson
HELP II: Preventing Discrimination, Harassment & Managing Accommodations (01-09-M502)	Olympia	Jun 8-9	8:00 -4:30	\$310	May 21	Littler Mendelson
HELP II: Workplace Violence Assessment & Prevention (01-09-M503)	Olympia	Apr 6-7	8:00 -4:30	\$240	Mar 19	Littler Mendelson
Just Cause Training (01-16-CS04)	Olympia	Jun 17	8:00 -12:00	\$85	Jun 1	Rodney Younker
Investigator Training						
Investigator Training Advanced (01-14-IV02)	Olympia	Jun 28	8:00 -4:30	\$145	Jun 10	Cheryl Hintz Middleton
Investigator Training Core (01-14-IV01)	Olympia	Apr 19-20	8:00 -4:30	\$235	Apr 1	Cheryl Hintz Middleton
	Olympia	May 17-18	8:00 -4:30	\$235	Apr 29	Cheryl Hintz Middleton
Project Management Training						
Project Management Electives						
Business Analysis for the IT Professional (4 Days) (01-04-T631)	Olympia	Apr 26-29	8:00 -4:30	\$1,150	Apr 8	Victoria Haney
Certified Associate in Project Management (CAPM) Preparation (4 Days) (01-14-P026)	Lacey	Jun 14-17	8:00 -4:30	\$995	May 27	Sharon Sikes
Introduction to Lean Six Sigma (01-14-P032)	Tacoma	May 13	8:00 -4:30	\$400	Apr 27	Michael Johnson
Project 2007 (01-04-D614)	Olympia	Apr 20-22	8:00 -4:30	\$425	Apr 2	Darin Murphy
	Olympia	Jun 8-10	8:00 -4:30	\$425	May 21	Mike McGehee
Project 2007 - Application (01-04-D652)	Olympia	May 4	8:00 -4:30	\$235	Apr 16	Dave Pratt
Software Inspections & Peer Reviews (01-04-T090)	Olympia	Jun 2	8:00 -4:30	\$325	May 17	Jim Brosseau
Use Cases: Exploring User Requirements (01-04-T216)	Olympia	Jun 3	8:00 -4:30	\$325	May 18	Jim Brosseau
Project Management Certificate Program						
IT Project Management Overview (01-04-T547)	Olympia	Jun 22-23	8:00 -4:30	\$375	Jun 4	Dave Pratt
Project Communications Management (01-14-P019)	Olympia	Jun 1-2	8:00 -4:30	\$365	May 14	Dave Pratt

Training Schedule

April – August 2010

<u>Course Title</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
Project Management Certificate Program Continued						
Project Execution, Control & Closure (01-14-P017)	Olympia	May 25-26	8:00 -4:30	\$365	May 7	Sharon Sikes
Project Initiation & Planning (01-14-P015)	Olympia	May 6-7	8:00 -4:30	\$365	Apr 20	Dave Pratt
Project Leadership and Team Management (01-14-P018)	Olympia	Apr 28-29	8:00 -4:30	\$365	Apr 12	Dalene Sprick
Project Management Essentials (01-14-P007)	Olympia	Apr 7-8	8:00 -4:30	\$375	Mar 22	Dave Pratt
	Lacey	Jun 23-24	8:00 -4:30	\$375	Jun 7	Sharon Sikes
Project Management for Business Process Analysis (01-14-P022)	Olympia	Jun 28-29	8:00 -4:30	\$365	Jun 10	Dave Pratt
Project Procurement Management (01-14-P025)	Olympia	Jun 8-9	8:00 -4:30	\$365	May 21	Sharon Sikes
Project Quality Management (01-14-P016)	Olympia	May 13	8:00 -4:30	\$230	Apr 27	Sharon Sikes
Project Requirements: Development & Management (01-14-P014)	Olympia	May 18	8:00 -4:30	\$230	Apr 30	Dalene Sprick
Risk Management						
Defensive Driving (01-07-EE33)	Olympia	May 13	8:00 -12:00	\$80	Apr 27	Sarah Barrie
	Olympia	Jul 28	8:00 -12:00	\$55	Jul 12	Judy Meuchel
	Olympia	Aug 26	8:00 -12:00	\$55	Aug 10	Judy Meuchel
Ethics in State Government (01-14-EPF2)	Olympia	Jun 15	8:00 -12:00	\$80	May 28	Wally Vlasak
First Aid/CPR/AED (01-07-EE41)	Olympia	Jun 14	8:00 -4:30	\$85	May 27	Dale Movius
HELP II: Diversity Management (01-09-M501)	Olympia	Jun 22	8:00 -4:30	\$160	Jun 4	Littler Mendelson
HELP II: Effective Investigations in a Just Cause World (01-09-M507)	Olympia	May 6	8:00 -4:30	\$160	Apr 20	Littler Mendelson
HELP II: Ethical Leadership & Decision Making (01-09-M504)	Olympia	Apr 21	8:00 -4:30	\$160	Apr 5	Littler Mendelson
HELP II: Lawful & Effective Hiring Practices (01-09-M506)	Olympia	May 25	8:00 -4:30	\$160	May 7	Littler Mendelson
HELP II: Preventing Discrimination, Harassment & Managing Accommodations (01-09-M502)	Olympia	Jun 8-9	8:00 -4:30	\$310	May 21	Littler Mendelson

Training Schedule

April – August 2010

<u>Course Title</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
Risk Management Continued						
HELP II: Workplace Violence Assessment & Prevention (01-09-M503)	Olympia	Apr 6-7	8:00 -4:30	\$240	Mar 19	Littler Mendelson
Interpersonal Conflict Management (01-03-E00T)	Olympia	May 4-5	8:00 -4:30	\$160	Apr 16	Executive Diversity Services
Investigator Training Advanced (01-14-IV02)	Olympia	Jun 28	8:00 -4:30	\$145	Jun 10	Cheryl Hintz Middleton
Investigator Training Core (01-14-IV01)	Olympia	Apr 19-20	8:00 -4:30	\$235	Apr 1	Cheryl Hintz Middleton
	Olympia	May 17-18	8:00 -4:30	\$235	Apr 29	Cheryl Hintz Middleton
Just Cause Training (01-16-CS04)	Olympia	Jun 17	8:00 -12:00	\$85	Jun 1	Rodney Younker
Sexual Harassment Awareness & Prevention (01-14-EP49)	Olympia	Apr 6	8:00 -4:30	\$110	Mar 19	Betsy BeMiller
	Olympia	May 4	8:00 -4:30	\$110	Apr 16	Betsy BeMiller
	Olympia	Jun 23	8:00 -4:30	\$110	Jun 7	Betsy BeMiller
Supervision Essentials-Phase I (01-09-M401)	Olympia	Apr 27-29	8:00 -4:30	\$350	Apr 9	Cheryl Hintz Middleton
	Olympia	May 10-12	8:00 -4:30	\$350	Apr 22	Marsha Fraser
	Olympia	May 24-26	8:00 -4:30	\$350	May 6	Mike Magno
	Olympia	Jun 14-16	8:00 -4:30	\$350	May 27	Jan Dwyer
	Olympia	Jul 12-14	8:00 -4:30	\$350	Jun 24	Mike Magno
	Olympia	Aug 16-18	8:00 -4:30	\$350	Jul 29	Mike Magno
Understanding the Diverse Workforce (01-14-EP50)	Olympia	Jun 22	8:00 -4:30	\$110	Jun 4	David Whitfield
Violence in the Workplace (01-07-M206)	Olympia	May 3	8:00 -4:30	\$110	Apr 15	Mike Magno
	Olympia	Jul 15	8:00 -4:30	\$100	Jun 29	Mike Magno
	Olympia	Aug 25	8:00 -4:30	\$100	Aug 9	Mike Magno