

2022 Training Calendar

www.bemidjiconsulting.com/trainings

<p>January 2022</p> <p>Effective Workplace Communication Skills (Single Session–2.5 Hours Total) Wed., Jan. 12 or Wed., Jan. 19 (1:00-3:30 pm)</p> <p>Supervision & Performance Appraisal Skills (6 sessions–15 Hours Total) Tu & Th–Jan. 11, 13, 18, 20, 25 & 27 (1:00-3:30 pm)</p> <p>Executive Onboarding, Support, & Retention (Two Sessions –3 Hours Total) Tu & Th, January 25 & Jan. 27th (6:30 pm-8:00 pm)</p>	<p>May 2022</p> <p>Supervision & Performance Appraisal Skills (6 Sessions–15 Hours Total) Mon/Tues/Thurs – May 9, 10, 12, 23, 24, & 26 (1:00-3:30 pm)</p>
<p>February 2022</p> <p>Grant Writing Readiness: Build Your Team Capacity (6 sessions – 15 Hours total) T, TH - Feb. 8, 10, 15, 17, 22 & 24 (1:00-3:30 pm)</p> <p>Effective Workplace Communication Skills (Single Session–2.5 Hours Total) Wed, Feb. 9 OR Wed., Feb. 23 (1:00-3:30)</p> <p>Preparing the Board for the Executive Director’s Annual Evaluation (2 sessions–3 Hours Total) Tu & Th, Feb. 15 & 17 (6:30 pm-8:00 pm)</p>	<p>June 2022</p> <p>Effective Workplace Communication Skills (Single Session–2.5 Hours Total) Wed, June 7 OR Wed, June 9 (1:00-3:30 pm)</p> <p>Grant Writing Readiness to Build Effective Teams (6 Sessions–15 Hours Total) Tu, W, Th–June 14, 15, 16, 21, 22, & 23 (1:00-3:30 pm)</p>
<p>March 2022</p> <p>Developing Exceptional Customer Service Skills (2 sessions–4 hours total) Tu & Th, March 15 & 17 (1:00-3:00)</p> <p>Conflict Management & Communication Skills (Single Session–3 Hours Total) Tues, Mar. 22 OR Thurs, Mar. 24 (1:00-4:00 pm) Tues, Mar. 29 OR Thurs, Mar. 31 (1:00-4:00 pm)</p>	<p>July 2022</p> <p>Supervision & Performance Appraisal Teams (6 Sessions–15 Hours Total) W, Th, F – July 13, 14, 15, 20, 21, & 22 (1:00-3:30 pm)</p>
<p>April 2022</p> <p>Grant Writing Readiness to Build Effective Teams (6 sessions –15 Hours Total) Tu & Th–Apr. 12, 14, 19, 21, 26 & 28 (1:00-3:30 pm)</p> <p>Developing Exceptional Customer Service Skills (2 sessions –4 hours total) Tu & Th, April 5 & 7 (1:00-3:00)</p> <p>Effective Workplace Communication Skills (Single Session–2.5 Hours Total) Wed., April 13 OR Wed., April 20 (1:00-3:30)</p> <p>Executive Onboarding, Support, & Retention (Two Sessions–3 Hours Total) Tu & Th, April 26th & 28th (6:30 pm-8:00 pm)</p>	<p>August 2022</p> <p>Executive Onboarding, Support, & Retention (Two Sessions - 3 Hours Total) Tu & Th, Aug. 9 & Aug. 11th (6:30 pm-8:00 pm)</p>
	<p>September 2022</p> <p>Grant Writing Readiness to Build Effective Teams (6 Sessions – 15 Hours Total) M, Tu, Th – Sept. 12, 13, 15 (1:00-3:30 pm) Tu, W, Th – Sept, 27, 28, & 29 (1:00-3:30 pm)</p> <p>Developing Exceptional Customer Service Skills (2 sessions – 4 hours total) Tues, Sept. 20 & Thurs, Sept. 22 (1:00-3:00 pm)</p>
	<p>October 2022</p> <p>Supervision & Performance Appraisal (6 Sessions – 15 Hours Total) Tu, W, Th – Oct. 11, 12, 13 (1:00-3:30 pm) & M, W, F – Oct. 17, 19, & 21 (1:00-3:30 pm)</p> <p>Developing Exceptional Customer Service Skills (2 sessions – 4 hours total) Tues, Oct. 18 & Thurs, Oct. 20 (1:00-3:00 pm) Tues., Oct. 25 & Thurs., Oct. 27 (1:00-3:00 pm)</p>
	<p>Note: All times are U.S. Central Time. See P. 2 for other time zones.</p> <p style="text-align: right;">Continued on next page</p>

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<p>November 2022</p> <p>Executive Onboarding, Support, & Retention (Two Sessions–3 Hours Total) <i>Tu & Th, Nov. 1st & 3rd (6:30 pm-8:00 pm)</i></p> <p>Grant Writing Readiness to Build Effective Teams (6 sessions–15 Hours Total) <i>M/Tu/Th.–Nov. 7, 8, 10 (1:00-3:30 pm) & Tu/Th/F Nov. 15, 17, & 18 (1:00-3:30 pm)</i></p> <p>Effective Workplace Communication Skills (Single Session–2.5 Hours Total) <i>Wed., Nov. 9 OR Wed., Nov. 16 (1:00-3:30 pm)</i></p> <p>Preparing the Board for the Executive Director’s Annual Evaluation (2 sessions–3 Hours Total) <i>Tu & Th, Nov. 15th & 17th (6:30 pm-8:00 pm)</i></p>	<p>December 2022</p> <p>Conflict Management & Communication Skills (Single Session–2 Hours Total) <i>Tu, Dec. 6 OR Th, Dec. 8 (1:00-4:00 pm)</i> <i>Tu, Dec. 13 OR Th, Dec. 15 (1:00-4:00 pm)</i></p>
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Session Times by Time Zones

1:00-3:30 p.m. U.S. Central Time:

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2:00-4:30 pm – Eastern
Noon- 2:30 pm – Mountain
11:00 am-1:30 pm – Pacific
10:00 am-12:30 pm – Alaska
8:00 am-10:30 am – Hawaii

2:00-4:00 pm – Eastern
Noon-2:00 pm – Mountain
11:00 am-1:00 pm – Pacific
10:00 am-Noon – Alaska
8:00 am-10:00 am – Hawaii

6:30-8:00 pm U.S. Central Time:

7:30-9:00 pm Eastern; 5:30-7:00 pm Mountain; 4:30-6:00 pm Pacific;
3:30-5:00 pm Alaska; 1:30-3:00 pm Hawaii

Holidays & Observances Practices

Whenever possible, Rebecca Schueller Training & Consulting schedules around the following holidays & observances:

- Holidays**
- Martin Luther King, Jr. Day
 - President’s Day
 - Memorial Day
 - Juneteenth
 - 4th of July
 - Labor Day
 - Indigenous People’s Day
 - Veteran’s Day

- Thanksgiving
- Observances**
- Easter
 - Eid al-Fitr
 - Eid al-Adha
 - Rosh Hashanah
 - Yom Kippur
 - Diwali
 - Christmas