

Rebecca Schueller Training & Consulting

2023 Training Calendar (posted 10/16/2022)

Online Registration - www.bemidjiconsulting.com/trainings

Times: All times are U.S. Central Time

August 2023 Reserved for Custom Training Requests

Choose the dates, times, & topics that work for your team or Board.
Email Becky@bemidjiconsulting.com to discuss your dates and topics.

Topics

- ❖ Supervision & Performance Appraisal Skills to Support Effective Teams
- ❖ Grant Writing Readiness: Build Your Team's Capacity
- ❖ Ethical Conflict Management & Communication Skills
- ❖ Developing Exceptional Customer Service Skills
- ❖ Effective Workplace Communication Skills
- ❖ Strategies to Onboard, Support, & Retain Your New Executive
- ❖ Preparing the Board for the Executive Director's Annual Evaluation
- ❖ Board Development

January 2023

**Supervision & Performance Appraisal Skills
(6 sessions–15 Hours Total)**
TU & TH–Jan. 17, 19, 24, 26, 31, & Feb. 2
(1:00-3:30)

**Executive Onboarding, Support, & Retention
(Two Sessions –3 Hours Total)**
Wed., January 18 & Jan. 25th (6:30 pm-8:00 pm)

February 2023

**Grant Writing Readiness: Build Your Team
Capacity (6 sessions – 15 Hours total)**
TU, TH - Feb. 7, 9, 14, 16, 21, & 23 (1:00-3:30 pm)

**Effective Workplace Communication Skills
(Single Session–3 Hours Total)**
Wed, Feb. 1 OR Wed., Feb. 8 (1:00-4:00)

**Preparing the Board for the Executive
Director's Annual Evaluation
(2 sessions–3 Hours Total)**
Wed., Feb. 15 & 22 (6:30 pm-8:00 pm)

March 2023

**Developing Exceptional Customer Service
Skills (2 sessions–4 hours total)**
TU & TH, March 7 & 9 (1:00-3:00)

**Conflict Management & Communication Skills
(Single Session–3 Hours Total)**
TU, Mar. 14 OR TH, Mar. 16 (1:00-4:00 pm)
TU, Mar. 21 OR TH, Mar. 23 (1:00-4:00 pm)

April 2023

**Grant Writing Readiness to Build Effective
Teams**
TU & TH–Apr. 11, 13, 18, 20, 25 & 27
(1:00-3:30 pm)

**Effective Workplace Communication
Skills
(Single Session–3 Hours Total)**
Wed., April 12 OR Wed., April 19 (1:00-4:00)

**Strategies to Onboard, Support, & Retain
Your New Executive
(Two Sessions–3 Hours Total)**
Wed., April 19th & 25th (6:30 pm-8:00 pm)

May 2023

**Supervision & Performance Appraisal
Skills (6 Sessions–15 Hours Total)**
TU & TH – May 9, 11, 16, 18, 23, & 25
(1:00-3:30 pm)

**Developing Exceptional Customer Service
Skills (2 sessions –4 hours total)**
Wed., May 10 & 17 (1:00-3:00)

June 2023

**Grant Writing Readiness to Build Effective
Teams (6 Sessions–15 Hours Total)**
TU, W, & TH – June 6, 8, 12, 20, 21, & 22
(1:00-3:30 pm)

<p>July 2023</p> <p>Supervision & Performance Appraisal Teams (6 Sessions–15 Hours Total) <i>TU & TH – July 11, 12, 13, 18, 19, & 20 (1:00-3:30 pm)</i></p>	<p>October 2023</p> <p>Supervision & Performance Appraisal (6 Sessions – 15 Hours Total) <i>TU & TH – Oct. 10, 12, 17, 19, 24, & 26 (1:00-3:30 pm)</i></p> <p>Developing Exceptional Customer Service Skills (2 sessions – 4 hours total) <i>WED., Oct. 11 & 18 OR FRI., Oct. 20 & 27 (1:00-3:00 pm)</i></p>
<p align="center">CUSTOM TRAINING MONTH</p> <p align="center">August 2023</p> <p>Contact Becky@bemidjiconsulting.com to request custom times, dates, & topics for your team</p>	<p>November 2023</p> <p>Developing Exceptional Customer Service Skills (2 sessions – 4 hours total) <i>TH – Nov. 9 & 16 (1:00-3:00 pm)</i></p> <p>Grant Writing Readiness to Build Effective Teams (6 sessions–15 Hours Total) <i>M/Tu/Th–Nov. 7, 8, 14 (1:00-3:30 pm) & Tu/Wed/Th– Nov. 28, 29, 30 (1:00-3:30 pm)</i></p>
<p>September 2023</p> <p>Grant Writing Readiness to Build Effective Teams (6 Sessions – 15 Hours Total) <i>W & TH – Sept. 6, 7, 20, 21, 27, & 28 (1:00-3:30)</i></p> <p>Developing Exceptional Customer Service Skills (2 sessions – 4 hours total) <i>TU, Sept. 19 & 26 OR FRI, Sept. 22 & 29 (1:00-3:00 pm)</i></p>	<p>December 2023</p> <p>Conflict Management & Communication Skills (Single Session–3 Hours Total) <i>TU, Dec. 5 OR TH, Dec. 7 (1:00-4:00 pm)</i> <i>TU, Dec. 12 OR TH, Dec. 14 (1:00-4:00 pm)</i></p>

Session Times by Time Zones

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

1:00-4:00 p.m. U.S. Central Time

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

2:00-5:00 pm – Eastern

Noon-3:00 pm – Mountain

11:00 am-2:00 pm – Pacific

10:00 am-1:00 pm – Alaska

8:00 am-11:00 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

1:30-3:00 pm Hawaii

In 2023, U.S. Central Time Zone Changes include:

Central Standard Time: Jan. 1-March 11 & Nov. 5-Dec. 31

Central Daylight Time: March 12 – Nov. 4

See next page for Holidays & Observances

Holidays & Observances

Whenever possible, Rebecca Schueller Training & Consulting schedules around the following holidays & observances or offers multiple session options so there are date choices for participants:

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