

Rebecca Schueller Training & Consulting
2024 Training Calendar (As of 10/2/2023)

Online Registration - www.bemidjiconsulting.com/trainings

Times: All times are U.S. Central Time

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

- ❖ **S**upervision & Performance Appraisal Skills to Support Effective Teams
- ❖ **G**rant Writing Readiness: Build Your Team’s Capacity
- ❖ **E**thical Conflict Management & Communication Skills
- ❖ **D**eveloping Exceptional Customer Service Skills
- ❖ **E**ffective Workplace Communication Skills – aka “Managing Up”
- ❖ **S**trategies to Onboard, Support, & Retain Your New Executive
- ❖ **P**reparing the Board for the Executive Director’s Annual Evaluation
- ❖ **B**oard Development 101 | Strategic Planning for Boards

<p>January 2024 Supervision & Performance Appraisal Skills (6 sessions–15 Hours Total) <i>TU & TH–Jan. 16, 18, 23, 25, 30, & Feb. 1</i> <i>(1:00-3:30 pm)</i></p>	<p>April 2024 Grant Writing Readiness: Build Your Team <i>TU & TH–Apr. 9, 11, 16, 18, 23, & 25</i> <i>(1:00-3:30 pm)</i></p>
<p>February 2024 Grant Writing Readiness: Build Your Team Capacity (6 sessions – 15 Hours total) <i>TU, TH - Feb. 13, 15, 20, 22, 27, & 29</i> <i>(1:00-3:30 pm)</i></p>	<p>May 2024 Supervision & Performance Appraisal Skills (6 Sessions–15 Hours Total) <i>TU & TH, May 14, 16, 21, 23, 28, & 30</i> <i>(1:00-3:30 pm)</i></p>
<p>March 2024 Developing Exceptional Customer Service Skills (2 sessions–4 hours total) <i>Wed., March 13 & 20 (1:00-3:00 pm)</i></p> <p>Conflict Management & Communication Skills (Single Session–3 Hours Total) <i>TU, Mar. 12 OR TH, Mar. 19</i> <i>TU, Mar. 14 OR TH, Mar. 21</i> <i>(All sessions are 1:00-4:00 pm)</i></p>	<p>June 2024 Grant Writing Readiness: Build Your Team (6 Sessions–15 Hours Total) <i>TU, W, & TH – June 11, 13, 18, 20, 25, & 27</i> <i>(1:00-3:30 pm)</i></p> <p style="text-align: right;"><i>Continued on next page</i></p>

<p>July 2024 Managing Up: Effective Workplace Communication Skills (Single Session–3 Hours Total) <i>Mon., July 8 OR Wed., July 10 OR Th., July 11</i> <i>(1:00-4:00 pm)</i></p>	<p>October 2024 Supervision & Performance Appraisal (6 Sessions – 15 Hours Total) <i>TU & TH – Oct. 8, 10, 15, 17, 22, & 24</i></p>
<p>August 2024 Supervision & Performance Appraisal Teams (7 Sessions–17 Hours Total) <i>W, TH – Aug. 7, 8, 14, 15, 21, 22 & 28</i> <i>(1:00-3:30 pm)</i></p>	<p>November 2024 Grant Writing Readiness to Build Effective Teams (6 sessions–15 Hours Total) <i>TU & TH - Nov. 5, 7, 12, 14, 19, & 21</i> <i>(1:00-3:30 pm)</i></p>
<p>September 2024 Grant Writing Readiness to Build Effective Teams (6 Sessions – 15 Hours Total) <i>W & TH – Sept. 10, 12, 17, 19, 24, & 26</i> <i>(1:00-3:30)</i></p> <p>Developing Exceptional Customer Service Skills (2 sessions–4 hours total) <i>Wed., Sept. 18 & 25 OR Fri., Sept. 20 & 27</i> <i>(1:00-3:00 pm)</i></p>	<p>December 2024 Conflict Management & Communication Skills (Single Session–3 Hours Total) <i>TU, Dec. 10 OR TH, Dec. 12 (1:00-4:00 pm)</i> <i>TU, Dec. 17 OR TH, Dec. 19 (1:00-4:00 pm)</i></p>

Session Times by Time Zones

1:00-3:30 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

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

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 2024, 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