

Performance Management Consultants – Winter 2012 Calendar – Public Seminars

February 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Practical English Grammar Skills Thriving on Change	3	4
				Integrated Business Planning		
5	6	7 Effective Meeting & Event Planning Information Management for Admin Assistants Techniques for the Occasional Trainer	8	9 Minute Taking	10	11
				Dealing with Difficult People When Good Projects Go Bad Fundamentals of Technical Writing		
12	13	14 MS Excel Level 1 Writing in Plain Language	15 Take Control with MS Outlook	16 Assertiveness & Conflict Resolution Powerful Negotiation Skills	17	18
		Strategic Thinking The Art and Science of Evaluating Programs				
			Project Management Skills for Admin Pros			
19	20	21	22	23 Improving Memory	24	25
			Management Skills for Admin Professionals Managing Change Succeeding at the Federal PS Writing Skills Test			
26	27	28 Positive Influencing	29			
		Human Resources 101 Continuous Improvement Skills Personal Effectiveness / Emotional Intelligence				

Performance Management Consultants – Spring 2012 Calendar – Public Seminars

March 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Project Stakeholders Working as a Team	2	3
				Conducting an HR Audit		
4	5	6 Active Listening Skills MS Outlook	7 Writing Effective Briefing Notes The Outstanding Admin Assistant	8	9	10
		Business Writing for Impact & Influence Skills for Effective Presentations		Project Management 101		
11	12	13 Delegation Skills Your Self-Confidence Minute Taking	14 Manage Your Career	15 MS Excel Level 2	16	17
			Managing for Superior Results 1 La Grammaire francaise			
		Managing Conflict and its Costs		Practical Time & Workload Management		
18	19	20 MS PowerPoint	21 MS Word Level 2	22 Managing/Non-Managers Managing Project Risk	23	24
		Proofreading and Editing		Personal Effectiveness/Emotional Intelligence		
		Making Transition from Co-Worker to Leader	Communicating for Results Dealina with Difficult People			
25	26	27 Using Social Media	28 Getting Organized	29 Business Etiquette Stress Management	30	31
			Integrated Risk Management			
		Managing for Superior Results II		Powerful Negotiation Skills		

Performance Management Consultants – Spring 2012 Calendar – Public Seminars

April 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Managing for Superior Results I Skills for Effective Presentations	25	26 Take Control of your Workday with MS Outlook	27	28
29	30					

Performance Management Consultants – Spring 2012 Calendar – Public Seminars

May 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 MS Excel Level 1	2 Critical Thinking & Creative Problem Solving Project Management 101	3	4	5
		Powerful Negotiation Skills				
6	7	8	9 Dealing with Difficult People	10	11	12
13	14	15 Effective Meeting & Event Planning Management Skills for Admin Professionals Succeeding at Public Service Writing Skills Test	16	17 Improving Your Memory Managing Skills for Non-Managers	18	19
20	21	22	23	24 Managing Project Risk	25	26
			Increasing Your Self-Confidence			
			Practical English Grammar Skills	Project Management for Admin Professionals		
27	28	29 Minute Taking Thriving on Change Working & Communicating as a Team	30 Using Positive Influencing Skills Using Social Media	31 Active Listening Skills Managing Difficult Conversations		
				Techniques for the Occasional Trainer		
			Writing Effective Briefing Notes			

Performance Management Consultants – Summer 2012 Calendar – Public Seminars

June 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5 Getting Organized Writing in Plain Language	6 MS Outlook Critical Thinking & Creative Problem Solving	7	8	9
		Integrated Risk Management Managing Conflict and its Costs in the Workplace		HR 101 Managing for Superior Results I Practical Time & Workload Management		
10	11	12 Advanced Bus Writing Project Stakeholders	13 Report Writing	14 Proofreading & Editing When Good Projects Go Bad	15	16
		Communicating for Results Outstanding Admin Assistant		Business Etiquette		
			Assertiveness & Conflict Resolution			
17	18	19 MS Word Level 2 Stress Management	20 Take Control of your Presentations with MS PowerPoint	21 Dealing with Difficult People Managing Your Career for Short & Long Term	22 Skills for Effective Presentations	23
		La Grammaire francaise rendue facile Strategic Thinking				
			Conducting an HR Audit			
24	25	26 MS Excel Level 1	27 MS Excel Level 2	28 Continuous Improvement Skills Fundamentals of Technical Writing	29 Managing Change Project Management 101	30
		Business Writing for Impact & Influence Info Management for Admin Assistants MS Project Level 1				

Performance Management Consultants – Summer 2012 Calendar – Public Seminars

July 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Management Skills for Admin Professionals	6	7
8	9	10 Take Control of Your Workday with Outlook Using Positive Influencing Skills	11 Managing Skills for Non-Managers Assertiveness & Conflict Resolution	12 Increasing Your Self-Confidence	13	14
15	16	17 Personal Effectiveness / Emotional Intelligence Practical Time & Workload Management Minute Taking	18 Working as a Team Succeeding at Public Service Writing Skills Test	19 Working as a Team	20	21
22	23	24 Improving Your Memory Managing for Superior Results I	25 Project Management 101 Writing Effective Briefing Notes	26	27 Info Management for Admin Assistants	28
29	30	31				

Performance Management Consultants – Summer 2012 Calendar – Public Seminars

August 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 Communicating for Results Skills for Effective Presentations Outstanding Admin Assistant	15 MS Excel Level 2	16 Dealing with Difficult People Managing Your Career for Short & Long Term	17	18
19	20	21 Effective Meeting & Event Planning Proofreading & Editing	22	23 Writing in Plain Language	24	25
26	27	28	29	30	31	