

Scheduled Classroom Courses – January – June 2012

	State Center (201Bldg. L3)	Deer's Head Hosp. Ctr. (Auditorium)	Wash. Cty. Hlth. Dept. (2 nd Flr. Conf.)	Western Maryland Hosp. Ctr. (3 rd Fl. Conf. Rm)	Anne Arundel Cty.Hlth. Dept. (Conf.RmB)	Charles Cty.Hlth. Dept.	Harford Cty. Hlth. Dept. (120 Hayes)
<u>Lessons in Leadership</u> Why Smart Leaders put People Before Numbers (Bill Conaty)	March 19 9-12	April 13 9-12		March 8 9-12	March 21 9-12		April 23 9-12
<u>Lessons in Leadership</u> Strategies for Overcoming Distraction, Regaining Focus and Working Smarter All Day Long (David Rock)	May 8 9-12	June 11 9-12		May 18 9-12	May 15 9-12	May 29 9-12	June 4 9-12
PEP for Supervisors-Writing Essential Job Functions & Performance Standards (OPEN Enrollment)	March 8 9-4	March 20 9-4	April 12 9-4				
Thinking About Management?	March 1 9-12						

Please see our **Managing Matters** program for information about how your unit can take advantage of core courses that focus on the basic knowledge and skills needed by new and experienced management teams.

Visit our website at www.dhmf.state.md.us/tsd for more information or contact your Training Registration Coordinator to sign up.