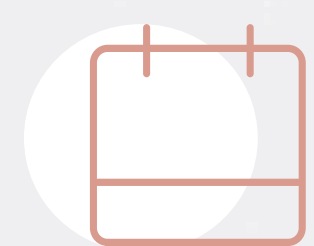


# FALL INTO PROFESSIONAL DEVELOPMENT

Join the Bureau of Training &  
Development for their  
Quarter 4 training offerings

## October

- 10/5 - Respecting Differences
- 10/6 - Coaching In Action: It Starts with You!
- 10/7 - Engaging ALL of Your Meeting Participants
- 10/7 - Diversity, Equity, Inclusion, & You: Part 1
- 10/12 - Effective Emails
- 10/14 - Diversity, Equity, Inclusion, & You: Part 2
- 10/14 - The Trust Equation
- 10/19 - Data Storytelling
- 10/21 - Communication and Emotional Intelligence
- 10/26 - Coaching in Action: The Big Questions
- 10/27 - Diversity, Equity, Inclusion, & You: Part 3
- 10/28 - Unmasking Imposter Syndrome



October - December  
2021



Virtual Live  
Offerings



Register at My  
Learning on [ESS](#). Log  
in required.



Registration  
deadline is typically  
2 days prior to the  
session.



- 11/1 - Tools for Remote/Hybrid Workers
- 11/2 - Dare to Lead - Part I Virtual Book Club
- 11/3 - Working with Difficult Customers
- 11/4 - Coaching in Action: Listening & Empathy
- 11/9 - Gratitude in the Workplace
- 11/10 - Transitions & Teams
- 11/11 - Introduction to Mindfulness

## November

- 11/16 - Dare to Lead - Part II Virtual Book Club
- 11/17 - Virtual Meetings with Impact
- 11/17 - Trust and Delegation
- 11/18 - Discover Your Strengths

- 11/22 - Relationships in the Workplace
- 11/23 - The Power of Introverts

- 11/30 - Dare to Lead - Part III Virtual Book Club
- 11/30 - Diversity, Equity, Inclusion, & You: Part 1



- 12/1 - Plain Language
- 12/2 - Yes You Can - Boosting Your Confidence & Self-Esteem
- 12/2 - Conversational Intelligence
- 12/7 - Coaching: Unlocking Potential
- 12/7 - Diversity, Equity, Inclusion, & You: Part 2
- 12/8 - Own Your Behaviors for Communication Success
- 12/9 - Conflict Management

## December

- 12/13 - Managing Time and Priorities
- 12/14 - Dare to Lead - Part IV Virtual Book Club
- 12/14 - Diversity, Equity, Inclusion & You: Part 3
- 12/15 - Growth Mindset



Classes available for registration in My Learning beginning September 10th.