December 2009

Date	Title	Location	Time	Length	Instructor
December 1-3	Outstanding Supervision for Sergeants	Training Academy	8:00	24 Hours	Greg Courington
December 2	Fair Labor Standards Act (ML I)	Human Resources	8:00	4 Hours	Patty Greenleaf
December 2	e-OMIS Training Security	Human Resources	8:00	4 Hours	Joyce Taylor
December 2	Advanced e-OMIS	Human Resources	12:30	4 Hours	Joyce Taylor
December 3	e-OMIS Training Basic	Human Resources	8:00	4 Hours	Joyce Taylor
December 3	e-OMIS Incident Report Coordinator	Human Resources	1:00	2 Hours	Joyce Taylor
December 3	Cultural Awareness (ML II)	Human Resources	8:00	4 Hours	Ardella Bearden
December 3	Performance Evaluation (ML I)	Human Resources	12:30	4 Hours	Toni Bradley
December 4	Image Matters	Training Academy	8:00	4 Hours	Larry Cyr
December 4	Structured Interviewing (ML II)	Human Resources	8:00	4 Hours	Jocelyn Hamby
December 8	Administering Discipline (ML I)	Training Academy	8:00	4 Hours	Tommy Rochelle
December 8	Performance Evaluation (ML I)	Training Academy	12:30	4 Hours	Tommy Rochelle
December 9-10	Management Effectiveness Training (ML I)	Training Academy	8:00	16 Hours	Greg Courington
December 9	Basic Microsoft Word	Human Resources	8:00	4 Hours	Shelly Lawrence
December 10	Leadership, Security & Body Language	Training Academy	8:00	4 Hours	Lockie Sailer
December 10-11	The Human Element (ML II)	Training Academy	9:00	12 Hours	Jackie Moore
December 14-15	Introduction to Management (ML II)	Training Academy	8:00	16 Hours	William Beaumont
December 15-16	PPCT/Defensive Tactics Refresher	Training Academy	8:00	16 Hours	Angela Bookhard
December 16	Sexual Harassment and Misconduct (ML I)	Training Academy	8:00	5 Hours	William Beaumont
December 16	Interpersonal Communication (ML I)	Training Academy	8:00	8 Hours	Greg Courington
December 16	**Accident Investigation & Reporting for Supervisors	Human Resources	8:00	4 Hours	Russell Barker
December 17	Grievance Prevention and Handling	Human Resources	8:00	5 Hours	Tracy Robertson
December 18	Employee Motivation	Training Academy	8:00	4 Hours	Gordon Davidson
December 21-22	16 hour Security for Non-Security	Training Academy	8:00	16 Hours	William Beaumont
December 23	Microsoft PowerPoint	Human Resources	8:00	4 Hours	Shelly Lawrence
December 23	ADC Back Safety & Office Ergonomics	Human Resources	12:30	4 Hours	Russell Barker
December 28	Attitude Virus	Training Academy	8:00	4 Hours	Andrew Hradesky
December 29	Identity Theft	Training Academy	8:00	4 Hours	William Beaumont
	*Must be authorized by the Warden to attend				
**For Non Security Supervisors & Security Sergeants and higher grades					
	***Must have completed eOMIS Training - Security				
	Additional Training				
Open Enrollment	Advanced Drivers Techniques - As scheduled by your Unit Trainer	Unit			Roland Robinson
Open Enrollment	National Institute of Corrections	National Institute		Varied	
	Internet Based e-Learning Classes	of Corrections			Self-Paced
	Contact your Unit Trainer for information				
	Inter-Agency Training	Little Rock		Varied	
This monthly training schedule does not reflect all training opportunities available in the Department of Correction.					