



FY2025 TRAINING CALENDAR

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DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
JULY 2024				
8-12	Basic Supervisory Course	8:30-4:00	*30	--
15-19	CPM Level 1	8:30-4:00	--	--
CPM ELECTIVE CLUSTER 1				
25	• Advanced Writing for CPM	8:30-4:00	6	--
26	• CPM Project Workshop	8:30-4:00	6	--
29-31	ASCP Level 1	8:30-4:00	--	--
AUGUST 2024				
5-9	CPM Level 4	8:30-4:00	--	--
12-16	Basic Supervisory Course	8:30-4:00	*30	--
12-14	ESCP Level 4	8:30-4:00	--	--
CPM ELECTIVE CLUSTER 2				
14	• Administrative Investigations	1:00-4:00	3	--
15	• Defending Personnel Decisions before the EAB	8:30-4:00	6	--
16	• Preventing and Responding to Workplace Harassment Claims	8:30-4:00	6	--
19-23	CPM Level 2	8:30-4:00	--	--
26-28	ASCP Level 2	8:30-4:00	--	--
SEPTEMBER 2024				
9-13	CPM Level 3	8:30-4:00	--	--
9-11	ASCP Level 3	8:30-4:00	--	--
ESCP ELECTIVE CLUSTER 1				
12	• Presentation Skills for Non-Managers	8:30-4:00	--	6
16	• Building Your Network	8:30-11:30	--	3
16	• Your Purpose Pathway: Five Steps along the Way	1:00-4:00	--	3
17	• Working Smart: How to Get Along, Get Noticed, Get Ahead	8:30-11:30	--	3
17	• Workplace Collaboration	1:00-4:00	--	3
16-20	Basic Supervisory Course	8:30-4:00	*30	--
CPM ELECTIVE CLUSTER 3				
18	• Develop Your EQ: Emotional Quotient	8:30-4:00	6	--
19-20	• Crucial Conversations	8:30-4:00	12	--
23-27	CPM Level 5	8:30-4:00	--	--
23-25	ESCP Level 5	8:30-4:00	--	--
24-27	HRCP Level 1	8:30-4:00	--	--

DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
OCTOBER 2024				
ASCP ELECTIVE CLUSTER 1				
1	• Writing Advantage for ASCP	8:30-4:00	--	6
2	• Cultural Diversity	8:30-4:00	--	6
3	• Managing Stressful Situations	8:30-11:30	--	3
3	• Rights and Responsibilities	1:00-4:00	--	3
4	• How to Manage Multiple Priorities	8:30-4:00	--	6
7-11	CPM Level 1	8:30-4:00	--	--
7-9	ASCP Level 1	8:30-4:00	--	--
14-18	Basic Supervisory Course	8:30-4:00	*30	--
CPM ELECTIVE CLUSTER 4				
16	• Effective Communication	8:30-4:00	6	--
17	• Advanced Writing for CPM	8:30-4:00	6	--
18	• CPM Project Workshop	8:30-4:00	6	--
21-23	ESCP Level 6	8:30-4:00	--	--
ASCP ELECTIVE CLUSTER 2				
21	• Cultural Diversity Part 2	8:30-4:00	--	6
22	• Navigating the Road to Success	8:30-11:30	--	3
22	• Communicating to Build Relationships	1:00-4:00	--	3
23	• Overview of Government Part 2	8:30-11:30	--	3
23	• Positive Work Environment	1:00-4:00	--	3
ASCP ELECTIVE CLUSTER 1				
28	• Writing Advantage for ASCP	8:30-4:00	--	6
29	• Cultural Diversity	8:30-4:00	--	6
30	• Managing Stressful Situations	8:30-11:30	--	3
30	• Rights and Responsibilities	1:00-4:00	--	3
31	• How to Manage Multiple Priorities	8:30-4:00	--	6
NOVEMBER 2024				
4-8	Basic Supervisory Course	8:30-4:00	*30	--
4-8	CPM Level 2	8:30-4:00	--	--
12-14	ASCP Level 2	8:30-4:00	--	--
12-14	HRCP Level 2	8:30-4:00	--	--
ASCP ELECTIVE CLUSTER 2				
18	• Cultural Diversity Part 2	8:30-4:00	--	6
19	• Navigating the Road to Success	8:30-11:30	--	3
19	• Communicating to Build Relationships	1:00-4:00	--	3
20	• Overview of Government Part 2	8:30-11:30	--	3
20	• Positive Work Environment	1:00-4:00	--	3
CPM ELECTIVE CLUSTER 5				
19	• Diversity in the Workplace	8:30-4:00	6	--
20	• Effective Interviewing Skills Part 2	8:30-4:00	6	--
21	• Protecting the Public Trust	8:30-4:00	6	--
DECEMBER 2024				
2-6	Basic Supervisory Course	8:30-4:00	*30	--
2-6	CPM Level 6	8:30-4:00	--	--
9-11	ASCP Level 3	8:30-4:00	--	--
10-12	HRCP Level 3	8:30-4:00	--	--
16-17	CPM Executive Seminar (for participants in CPM Level 6)	8:30-4:00	--	--

DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
	ESCP ELECTIVE CLUSTER 2			
16	• Empowering Yourself for Career Success	8:30-11:30	--	3
16	• Leadership at Every Level	1:00-4:00	--	3
17	• Qualities of a Successful Mentor	8:30-4:00	--	6
	CPM ELECTIVE CLUSTER 8			
18	• Leading a Cross-Generational Workforce	8:30-4:00	6	--
19	• Communicating as a Manager	8:30-4:00	6	--
20	• Consciously Overcoming Unconscious Bias	8:30-4:00	6	--