



FY2025 TRAINING CALENDAR

For further information, please contact:

Shondra Houseworth, CPM Director, (601) 359-2715, shondra.houseworth@mspb.ms.gov

Jennifer Jasper, BSC/HRCP Director, (601) 359-2761, jennifer.jasper@mspb.ms.gov

Dionne Young, ASCP/ESCP Director, (601) 359-2768, dionne.young@mspb.ms.gov

Skip King, CPM Electives, (601) 359-2714, skip.king@mspb.ms.gov

Julia Summers, ASCP/ESCP Electives, (601) 359-2799, julia.summers@mspb.ms.gov

| 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 | HRCF 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 | | | | |
| 15 | • Effective Interviewing Skills Part 2 | 8:30-4:00 | 6 | -- |
| 19 | • Diversity in the Workplace | 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 | HRCF 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 | -- |