April 2011

Date	Title	Location	Time	Hours	Instructor
April 1	eOMIS Training, Basic	Human Resources	12:30	4	Joyce Taylor
April 4	Sexual Harassment/Sexual Misconduct (MLI)(VS)	Training Academy	8:00	5	William Beaumont
April 5	Administering Discipline (MLI)	Training Academy	8:00	4	Larry Cyr
April 5	Performance Evaluation (MLI)	Human Resources	12:30	4	Larry Cyr
April 6	Fair Labor Standards Act (MLI)	Human Resources	8:00	4	Lois Morian
April 6	Interpersonal Communication (MLI)	Training Academy	8:00	8	Bill Beaumont
April 7	Cultural Awareness (MLII)	Human Resources	8:00	4	Ardella Bearden
April 11	CPR Training (ML I)	Training Academy	8:00	8	Larry Cyr
April 12	Health & Safety Plan for Supervisors	Human Resources	8:00	4	Russell Barker
April 13	Structured Interviewing (MLII)	Human Resources	8:00	4	Sonia Wallace
April 13-14	Management Effectiveness Training (MLI)	Training Academy	8:00	16	Bill Beaumont
April 15	eOMIS Training, Security	Human Resources	12:30	4	Joyce Taylor
April 18-19	PPCT/SKD Refresher**	Training Academy	8:00	16	Larry Cyr
April 19	Grievance Prevention and Handling (MLI)	Human Resources	8:00	5	Tracy Robertson
April 22	***Advanced eOMIS Training - Security	Human Resources	12:30	4	Joyce Taylor
April 27-28	Introduction to Management (MLII)	Training Academy	8:00	16	Bill Beaumont
April 29	Phenomenal Woman	Human Resources	8:00	8	Ardella Bearden
TBA	ALETA Investigations Training	Training Academy	8:00	40	John Kleiner
TBA	Emergency Preparedness ML II	Training Academy	8:00	16	Wallace Mcnary
TBA	The Human Element	Training Academy	9:00	16	Jackie Moore
TBA	Fire & Safety Officer Certification	Training Academy	8:00	16	Linda Gibson
	*Must be authorized by the Warden to attend				
	** Must be Security or Food Service				
	***Must have completed eOMIS Training - Security				
	**** MUST supervise at least two employees				
	Additional Training				
Your unit trainer has information for classes with Criminal Justice Institute, Inter Agency and E-Learning					
Open Enrollment	Advanced Drivers Techniques - As scheduled by your Unit Trainer	Unit			Roland Robinson
Open Enrollment	National Institute of Corrections- supervisors	National Institute		Varied	
		of Corrections			Self-Paced
	Inter-Agency Training	Little Rock		Varied	
Coming SOON	ADC e-Academy - e-learning for ALL STAFF	at your computer		Varied	