

Staff Development & Training Department

JANUARY 2015

Monday	Tuesday	Wednesday	Thursday	Friday
			1 NEW YEAR'S DAY HOLIDAY!	2
5	6 INTRODUCTION TO MS EXCEL '10 \$125/PER PERSON	7 INTERMEDIATE MS EXCEL '10 \$150/PERSON	8 ADVANCE MS EXCEL '10 \$150/PERSON	9 CREATING FORMS W/WORD \$100/PER PERSON
12	13	14 INTRODUCTION TO MS POWERPOINT '10 \$125/PERSON	15 INTRODUCTION TO MS PUBLISHER '10 \$125/PERSON	16 ADVANCE MS PUBLISHER '10 \$150/PER PERSON
19 HOLIDAY! MARTIN LUTHER KING DAY	20 INTRODUCTION TO MS WORD '10 \$125/PER PERSON	21 INTERMEDIATE MS WORD '10 \$150/PER PERSON	22 ADVANCE MS WORD '10 \$150/PERSON	23 CREATING CHARTS W/ EXCEL \$100/PER PERSON
26	27 INTRODUCTION TO MS ACCESS '10 \$125/PERSON	28 INTERMEDIATE MS ACCESS '10 \$150/PERSON	29 ADVANCE MS ACCESS '10 \$150/PERSON	30 MAIL MERGER \$100/PER PERSON

All Computer Software Training starts at 9:00 A.M. at the Training Center in Window Rock, AZ
Pre-Registration Required on all Classes!

Website: www.nnstaffdevelopment.com

Any questions, call me at (928) 871-6691 or E-mail me at: frederickskeet@navajo-nsn.gov

Staff Development & Training Department

FEBRUARY 2015

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 INTRODUCTION TO MS EXCEL '10 \$125/PER PERSON	4 INTERMEDIATE MS EXCEL '10 \$150/PER PERSON	5 ADVANCE MS EXCEL '10 \$150/PER PERSON	6 CREATING CHARTS W/EXCEL \$100/PER PERSON
9	10 INTRODUCTION TO MS ACCESS '10 \$125/PER PERSON	11 INTERMEDIATE MS ACCESS '10 \$150/PER PERSON	12 ADVANCE MS ACCESS '10 \$150/PER PERSON	13 MAIL MERGE \$100/PER PERSON
16 HOLIDAY! PRESIDENT'S DAY	17 INTRODUCTION TO MS WORD '10 \$125/PER PERSON	18 INTERMEDIATE MS WORD '10 \$150/PER PERSON	19 ADVANCE MS EXCEL '10 \$150/PER PERSON	20 CREATING CHARTS W/EXCEL \$100/PER PERSON
23	24	25	26	27

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Staff Development & Training Department

MARCH 2015

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 INTRODUCTION TO MS EXCEL '10 \$125/PER PERSON	4 INTERMEDIATE MS EXCEL '10 \$150/PER PERSON	5 ADVANCE MS EXCEL '10 \$150/PER PERSON	6 CREATING CHARTS MS EXCEL '10 \$100/PER PERSON
9	10 INTRODUCTION TO MS ACCESS '10 \$125/PER PERSON	11 INTERMEDIATE MS ACCESS '10 \$150/PER PERSON	12 ADVANCE MS ACCESS '10 \$150/PER PERSON	13 CREATING FORMS MS WORD '10 \$100/PER PERSON
16	17 INTRODUCTION TO MS WORD '10 \$125/PER PERSON	18 INTERMEDIATE MS WORD '10 \$150/PER PERSON	19 ADVANCE MS WORD '10 \$150/PER PERSON	20 MAIL-MERGER MS WORD '10 \$100/PER PERSON
23	24 INTRODUCTION TO MS POWERPOINT '10 \$125/PER PERSON	25 ADVANCE MS POWERPOINT '10 \$150/PER PERSON	26 INTRODUCTION TO MS PUBLISHER '10 \$125/PER PERSON	27 ADVANCE MS PUBLISHER '10 \$150/PER PERSON
30	31			

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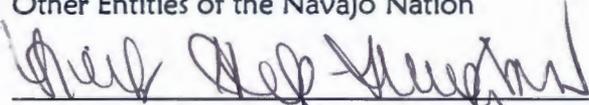


THE NAVAJO NATION

BEN SHELLY
PRESIDENT

REX LEE JIM
VICE-PRESIDENT

TO : Navajo Nation Training Customers &
Other Entities of the Navajo Nation

FROM : 
Leila Help-Tulley, M.S.W., Training Manager
Staff Development and Training Department (SDTD)
Division of Human Resources

DATE : December 16, 2014

SUBJECT : SDTD Training Schedule for January-February-March, 2015

Exciting times are upon us as we prepare to enter the New Year of 2015. Let SDTD be the first to wish you a Happy New Year! You may be a representative of upper management, middle management or you may be an employee who delivers direct services to the local communities. Whatever your work position may be our team from Staff Development and Training sends you positive wishes for good health, lots of happiness, a thirst for continual knowledge and peace on earth. Happy New Year to each of you!

This letter is written to announce the training schedule for the 2nd quarter, which involves the months of January-February-March, 2015. Our team is ready to accommodate you on your training needs in this new fiscal year. Please check our website at nnstaffdevelopment.com to gain more knowledge about the training services we have to offer. SDTD offers bilingual training services which makes our training sessions exciting. The SDTD rates are as follows:

Progressive Training

New Rate:

100.00/student (Regular Soft Skill Full Day Class)

Computer Training

New Rate:

Half Day Computer Class: 100.00

Introductory: 125.00 (Full Day Class)

Intermediate: 150.00 (Full Day Class)

Advance : 150.00 (Full Day Class)

Global Speed of Trust: (SDTD is certified to teach course)

Inspiring Training:

100.00/Student + 129.00(Training Kit) =229.00/Student (Full Day Class)

Leadership Training:

100.00/Student + 242.00(Training Kit) =342.00/ Student (Full Day Class)

Vital Smart: (SDTD is certified to teach course)

Crucial Conversation Training:

100.00/Student + 225.00(Training Kit) = 325.00/Student (Full Day Class)

Franklin Covey: (SDTD is certified to teach course)

Project Management Training "For the Unofficial Project Manager":

100.00/Student + 149.00(Training Kit) = 249.00/Student (Full Day Class)

Room Rate Rental:

Internal Navajo Clientele Use:

1-4 hours room rental cost: 99.84 half day (including cleaning fee)

5-8 hours room rental cost: 125.00 + 5.00=130.00 (including cleaning fee)

External Corporate Clientele Use:

Flat Rate of 20 % of business proceeds (Including room rental cost, equipment, and food/beverage)

In this next quarter we invite your participation to train at the Staff Development and Training Department. A majority of our scheduled training sessions are held at the Staff Development and Training Department located in Window Rock, Arizona. On some occasion we will schedule the training session at other locations that will be shared with you before the training occurs.

Through this memo we want to remind you that our classroom training is offered on a first come first serve basis. To register for our training sessions you can call (928) 871-6691. When you place your call please let our staff know what training course you are registering for. Once you are registered, an Interdepartmental Requisition (ICR) and a Training Request Form (TRF) has to be processed. The ICR is required to guarantee a seat for the training session. If the ICR is not received within one week of registering, your name will be removed.

- Please indicate Staff Development & Training Department as the vendor (Item No. 12) on the Training Request Form fees collected are used exclusively to improve and acquire classroom/meeting room equipment, computer software upgrades and training materials.

Cancellation/rescheduling must be carefully managed so those placed on the waiting list will have adequate time to process the necessary paperwork. Therefore, cancellation/rescheduling must be given 3 working days prior to the start of the session. Rescheduling will depend on available space. Failure to cancel or reschedule within 3 working days of the training session will result in forfeit of any registration fee(s). Absolutely NO EXCEPTIONS.

For further information please contact our office at (928) 871-6691.