

# Staff Development and Training Department

Phone: (928) 871-6691 Fax: (928) 871-7112

PLEASE CALL TO REGISTER FOR CLASSES

Mon	Tue	Wed	Thu	Fri
			1 Holiday!	2
5 	6 Customer Service \$100/person	7 Sexual Harassment \$100/person	8 Stress Management \$100/person	9 Time Management \$100/person
12	13 Team Building \$100/person	14 Leadership Strategies \$100/person	15 Work Ethics \$100/person	16 Anger Management \$100/person
19 Holiday! 	20 Conflict Resolution \$100/person	21 Customer Service \$100/person	22 Sexual Harassment \$100/person	23 Stress Management \$100/person
26 	27 Time Management \$100/person	28 Team Building \$100/person	29 Leadership Strategies \$100/person	30 Project Management \$249/person

January 2015

All Progressive Training Starts at 9:00 a.m. at the Training Center

Website: [www.nnstaffdevelopment.com](http://www.nnstaffdevelopment.com)

# Staff Development and Training Department

Phone: (928) 871-6691 Fax: (928) 871-7112

PLEASE CALL TO REGISTER FOR CLASSES

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
	<b>Anger Management</b> \$100/person	<b>Conflict Resolution</b> \$100/person	<b>Customer Service</b> \$100/person	<b>Sexual Harassment</b> \$100/person
9	10	11	12	13
	<b>Stress Management</b> \$100/person	<b>Time Management</b> \$100/person	<b>Team Building</b> \$100/person	<b>Leadership Strategies</b> \$100/person
16	17	18	19	20
<b>Holiday!</b> 	<b>Work Ethics</b> \$100/person	<b>Anger Management</b> \$100/person	<b>Conflict Resolution</b> \$100/person	<b>Customer Service</b> \$100/person
23	24	25	26	27
	<b>Sexual Harassment</b> \$100/person	<b>Stress Management</b> \$100/person	<b>Time Management</b> \$100/person	<b>Project Management</b> \$249/person
				

February 2015

All Progressive Training Starts at 9:00 a.m. at the Training Center

Website: [www.nnstaffdevelopment.com](http://www.nnstaffdevelopment.com)

# Staff Development and Training Department

Phone: (928) 871-6691 Fax: (928) 871-7112

PLEASE CALL TO REGISTER FOR CLASSES

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
	Leadership Strategies \$100/person	Work Ethics \$100/person	Anger Management \$100/person	Conflict Resolution \$100/person
9	10	11	12	13
	Customer Service \$100/person	Sexual Harassment \$100/person	Stress Management \$100/person	Time Management \$100/person
16	17	18	19	20
	Team Building \$100/person	Leadership Strategies \$100/person	Work Ethics \$100/person	Anger Management \$100/person
23	24	25	26	27
	Conflict Resolution \$100/person	Customer Service \$100/person	Sexual Harassment \$100/person	Stress Management \$100/person
30	31			
	Project Management \$249/person			

March 2015

All Progressive Training Starts at 9:00 a.m. at the Training Center

Website: [www.nnstaffdevelopment.com](http://www.nnstaffdevelopment.com)

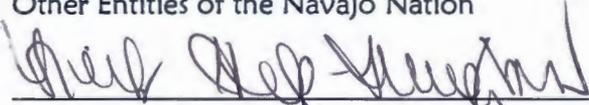


# THE NAVAJO NATION

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](http://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.