

# Staff Development & Training Department

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

OCTOBER 2015

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](http://www.nnstaffdevelopment.com)  
 Any questions, call me at (928) 871-6691 or E-mail me at: [frederickskeet@navajo-nsn.gov](mailto:frederickskeet@navajo-nsn.gov)

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9	10 INTRODUCTION TO MS EXCEL '10 \$125/PER PERSON	11 HOLIDAY NATIONAL VETERANS DAY	12 INTERMEDIATE MS EXCEL '10 \$150/PER PERSON	13 CREATING FORMS W/MS WORD '10 \$100/PER PERSON
16	17 INTRODUCTION TO MS ACCESS '10 \$125/PER PERSON	18 INTERMEDIATE MS ACCESS '10 \$150/PER PERSON	19 ADVANCE MS ACCESS '10 \$150/PER PERSON	20 MAIL-MERGER MS WORD '10 \$100/PER PERSON
23	24 INTRODUCTION TO MS POWERPOINT '10 \$125/PER PERSON	25 CREATING CHART W/MS EXCEL '10 \$100/PER PERSON	26 Thanksgiving 	27 HOLIDAY! NAVAJO NATION FAMILY DAY

NOVEMBER 2015

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](http://www.nnstaffdevelopment.com)  
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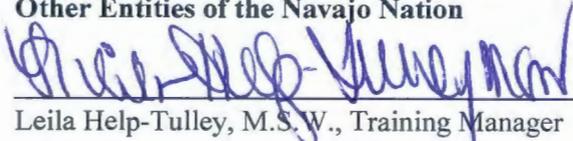
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21	22 INTRODUCTION TO MS POWERPOINT '10 \$125/PER PERSON	23 ADVANCE MS POWERPOINT '10 \$150/PER PERSON	24	25 
28	29 INTRODUCTION TO MS PUBLISHER '10 \$125/PER PERSON	30 ADVANCE MS PUBLISHER '10 \$150/PER PERSON	31 A HAPPY NEW YEAR	

DECEMBER 2015

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.nstaffdevelopment.com](http://www.nstaffdevelopment.com)  
 Any questions, call me at (928) 871-6691 or E-mail me at: [frederickskeet@navajo-nsn.gov](mailto:frederickskeet@navajo-nsn.gov)



**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 :** September 30, 2015

**SUBJECT :** SDTD Training Schedule for October-November-December, 2015

As this new fiscal year is upon us there is a wonderful change in the air. Nature has been saving up for the grand finale to finally allow each of us to enjoy the beauty of this fall and winter season. It is our hope that as the color of the leaves change you also have a desire to challenge yourself to change to learn something new. The SDTD team members are always prepared to offer your organizations a professional learning experience.

Through this letter let me take the time to announce the training schedule for the 1st quarter, which involves the months of October-November-December, 2015. Our team is ready to accommodate you on your training needs in this new fiscal year of 2016. 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 + 149.00.00(Training Kit) =249.00/Student (Full Day Class)

Room Rate Rental:

Internal Navajo Clientele Use:

1-4 hours room rental cost: 95.00 + 4.75=99.75 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.