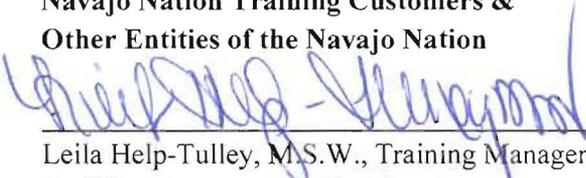




THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ 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 31, 2016

SUBJECT : SDTD Training Schedule for January-February-March, 2016

Let us be the first to wish you a *Happy New Year in 2016!* There are so many wonderful opportunities that lie ahead of us that will bring us great joy in this new year. Our Dine elderly have educate us to cultivate our mind with positive teachings. There is positive teachings available in abundance at the SDTD that will add positively to your life. You are always welcomed to SDTD

Our team is ready to accommodate you on your training needs in 2016. 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 + 149.00.00(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 new 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.