

**ARIZONA DEPARTMENT OF TRANSPORTATION  
HUMAN RESOURCE DEVELOPMENT CENTER**

**TRAINING SCHEDULE  
SEPTEMBER THROUGH DECEMBER 2009**

This training schedule has courses offered through ADOT/HRDC only.

To register or cancel for ADOT/HRDC classes: **email** your request to **your training coordinator**. If you do not have a training coordinator, e-mail your training request to **HRDC Training**.

When cancellations are necessary, enrolled employees must notify HRDC no later than 3 business days before the scheduled training date to avoid a No Show.

**Courses with a fee will be noted; otherwise there is no charge to your Org for the course.**

**Employees arriving 15 minutes late to class will have to re-schedule and individual will be annotated as a No Show.**

Title II of the Americans with disability act may request a reasonable accommodation, such as a sign language interpreter, by contacting OED at (602) 712-7613, press 1 as soon as you hear the recording. Requests should be made as early as possible to allow time to arrange the accommodation.

## SEPTEMBER 2009

DATE	OFFERED BY	COURSE CODE	COURSE NAME	TIME	FEE
9/7/09	HOLIDAY	HOLIDAY	LABOR DAY	HOLIDAY	
*9/15/09	ADOT/HRDC	AZRM109	*CPR/AED	8:30a.m.-12p.m.	NONE
9/16/09	ADOT/HRDC	GEN 5179	Introduction to Partnering	8a.m.-12p.m.	NONE
9/23/09	ADOT/HRDC	GEN 5156	Conducting a Partnering Workshop (Day 1)	8a.m.-4p.m.	NONE
9/24/09	ADOT/HRDC	GEN 5156	Conducting a Partnering Workshop (Day 2)	8a.m.-4p.m.	NONE
*9/29/09	ADOT/HRDC	AZRM109	*CPR/AED	8:30a.m.-12p.m.	NONE

**\*NOTE: Please register through YES website**

## OCTOBER 2009

DATE	OFFERED BY	COURSE CODE	COURSE NAME	TIME	FEE
10/12/09	HOLIDAY	HOLIDAY	COLUMBUS DAY	HOLIDAY	
*10/13/09	ADOT/HRDC	*AZRM109	*CPR/AED	8:30a.m.-12p.m.	NONE
*10/20/09	ADOT/HRDC	*AZRM109	*CPR/AED	8:30a.m.-5p.m.	NONE
10/21/09	ADOT/HRDC	GEN 5159	Leader's Guide to Issue Resolution	8a.m.-5p.m.	NONE

**\*NOTE:** Please register through YES website

## NOVEMBER 2009

DATE	OFFERED BY	COURSE CODE	COURSE NAME	TIME	FEE
*11/3/09	ADOT/HRDC	*AZRM109	*CPR/AED	8:30a.m.-12p.m.	NONE
11/4/09	ADOT/HRDC	GEN 5157	How to Make Partnering Work in the Field	8a.m.-4p.m.	NONE
11/11/09	HOLIDAY	HOLIDAY	VETERAN'S DAY	HOLIDAY	
*11/17/09	ADOT/HRDC	*AZRM109	*CPR/AED	8:30a.m.-12p.m.	NONE
11/18/09	ADOT/HRDC	GEN 5179	Introduction to Partnering	8a.m.-12p.m.	NONE
11/26/09	HOLIDAY	HOLIDAY	THANKSGIVING DAY	HOLIDAY	

**\*NOTE:** Please register through YES Website

## DECEMBER 2009

DATE	OFFERED BY	COURSE CODE	COURSE NAME	TIME	FEE
*12/8/09	ADOT/HRDC	*AZRM109	*CPR/AED	8:30a.m.-12p.m.	NONE
*12/15/09	ADOT/HRDC	*AZRM109	*CPR/AED	8:30a.m.-12p.m.	NONE
12/25/09	HOLIDAY	HOLIDAY	CHRISTMA'S DAY	HOLIDAY	

**\*NOTE:** Please register through the YES Website