Staff Development and Training

October 2016

Computer Training Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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2	3	4 Microsoft Excel 2010 Part 1 - Basic $125.00 (plus Tax)	5 Microsoft Excel 2010 Part 2 - Intermediate $150.00 (plus Tax)	6 Microsoft Excel 2010 Part 3 – Advance (Day 1) $175.00 (plus Tax)	7 Microsoft Excel 2010 Part 3 – Advance (Day 2) (Cont.)	8
9	10	11	12	13 MS PowerPoint 2010 Part 1 - Basic $125.00 (plus Tax)	14 MS PowerPoint 2010 Part 2 - Advance $175.00 (plus Tax)	15
16	17	18 Microsoft Word 2010 Part 1 - Basic $125.00 (plus Tax)	19 Microsoft Word 2010 Part 2 - Intermediate $150.00 (plus Tax)	20 Microsoft Word 2010 Part 3 – Advance $175.00 (plus Tax)	21 Mail Merge with Microsoft Word 2010 $100.00 (Plus Tax)	22
23	24	25	26	27 MS Publisher 2010 Part 1 - Basic $125.00 (plus Tax)	28 MS Publisher 2010 Part 2 - Advance $175.00 (plus Tax)	29
30	31	All Computer Software Training begins at 9:00 A.M. at the Staff Development & Training Center located in Window Rock, AZ **Pre-Registration is Required on all Sessions.**				

For more information, Please call us at (928) 871-7111 or (928) 871-6691 email: sdtdtechtrainer@gmail.com

THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

TO : ALL TRIBAL OFFICES & OTHER ENTITIES

FROM :

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

DATE : September 19, 2016

SUBJECT : **FY 2017 Staff Development and Training Department Changes in Price**

Effective October 3, 2016, Staff Development and Training Department will be increasing our cost of services in all our training curriculum as well as our facility rental usage. Our department team has come together to make an important decision as today's economy has increased slightly which reflects the increase of our operational costs. Our organization had offered our services at an extremely low cost that accommodated more than local costs of facility rental and competitive training businesses. Please be informed that with the changes we have made our Department will not compromise on quality, your business is very important to our department.

In FY 2017 Staff Development and Training Department's new prices will be reflected as follows:

Cost of Service for Classes	*New Cost*
Progressive Training Classes	$ 125.00 (plus tax)
Computer Classes	
Beginning	$ 125.00 (plus tax)
Intermediate	$ 150.00 (plus tax)
Advance	$ 175.00 (plus tax)
Exclusive	$ 100.00 (plus tax)
Class Training Manual	$ 35.00 (plus tax)
Specialty Training Classes	
Positive Energy	$ 125.00 (plus tax)
Global Speed of Trust (Leadership- 2 days)	$ 300.00 (plus tax)

Global Speed of Trust (Inspiring- 1day)	$ 200.00 (plus tax)
Project Management	$ 249.00 (plus tax)
Crucial Conversation	$ 300.00 (plus tax)

Equipment Rental

Power Point Projector	$ 25.00 (plus tax)
Poly Com	$ 40.00 (plus tax)
Surge Protector/ Extension Cord	$ 10.00 (plus tax)
Flip Chart(s)	$ 15.00 (plus tax)
Laptop rental	$ 25.00 (plus tax)

Room Rental

Meeting Room Rental *1-4* hours	$ 125.00
Tax	$ 6.25

Total Cost	$ 131.25

Meeting Room Rental *5-8* hours	$ 175.00
Tax	$ 8.25
	_____
Total Cost	$ 183.75

This concludes the new price changes for Staff Development and Training Department. Note that 5% Navajo Nation Tax will be calculated with all invoices that are distributed by our department. Our website consists of training registration forms for our training instructors and a facility rental forms.

Thank you for patronizing our training services. We look forward to continued work with your Divisions, Departments and Programs. Your understanding and continued support is greatly appreciated. Should you have further questions please contact our office at (928) 871-6691.