



December 2016

Progressive Training Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Communication Strategies \$125.00 (plus tax)	2 Leadership Strategies \$125.00 (plus tax)	3
4	5	6 Work Ethics \$125.00 (plus tax)	7 Anger Management \$125.00 (plus tax)	8 Conflict Resolution \$125.00 (plus tax)	9 Customer Service \$125.00 (plus tax)	10
11	12	13 Robert's Rule of Order \$125.00 (plus tax)	14 Sexual Harassment Awareness/ Prevention \$125.00 (plus tax)	15 Stress Management \$125.00 (plus tax)	16 Time Management \$125.00 (plus tax)	17
18	19	20 Team Building \$125.00 (plus tax)	21 Communication Strategies \$125.00 (plus tax)	22 Leadership Strategies \$125.00 (plus tax)	23 Work Ethics \$125.00 (plus tax)	24
25 Christmas Day	26 Christmas Day Observed Closed	27 Anger Management \$125.00 (plus tax)	28 Conflict Resolution \$125.00 (plus tax)	29 Customer Service \$125.00 (plus tax)	30	31

All Progressive 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) 871-6691 email: jimmieburbank@yahoo.com

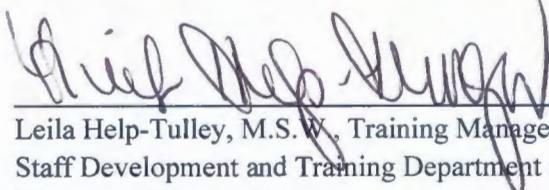


THE NAVAJO NATION

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.