

Upcoming ADOT Partnering Classes

FY – January 1, 2009 to November 30, 2009

Please check this schedule on the Partnering Website as the class dates may change.

HRDC – 1130 N. 22nd Ave, Phx. AZ 85009

<i>Class Title</i>	<i>Location</i>	<i>Room/Time</i>
<i>Introduction to Partnering</i>		
		8:00 – 12:00
May 20	Flagstaff	Flag Training Center
June 9	Holbrook	Holbrook District Office
June 18	Prescott	Prescott District Office
July 22	Tucson	Tucson District Office
September 16	HRDC	Palo Verde Rm
November 18	HRDC	Palo Verde Rm
 <i>How to Make Partnering Work in the Field</i>		
		8:00 – 3:00
May 13	HRDC	Palo Verde Rm
May 20	Flagstaff	Flag Training Center
June 9	Holbrook	Holbrook District Office
June 18	Prescott	Prescott District Office
July 22	Tucson	Tucson District Office
November 4	HRDC	Palo Verde Rm
 <i>Leaders Guide to Issue Resolution</i>		
May 6	HRDC	Palo Verde Rm
October 21	HRDC	Palo Verde Rm
 <i>Conducting a Partnering Workshop</i>		
April 22 & 23	HRDC	Palo Verde Rm
September 23 & 24 tentative	HRDC	Palo Verde Rm

Contact your District Training Coordinator to sign up for any of the above classes.
The Introduction and Field classes can be taken in one day at the District Offices to reduce travel time.

Additional classes for 2009 will be added as they are scheduled.
Classes, dates, times, locations, are subject to change.

No classes are scheduled in December, plan your matrix ahead.

PARTNERING CLASS DESCRIPTION

1/2009

INTRODUCTION TO PARTNERING (4 HOUR CLASS) Partnering is a process of collaborative teamwork to achieve measurable results through agreements and productive working relationships. This class provides participants an overview of Partnering principles, process and practices, and an opportunity to plan a way to personally use this information. (Currently available online as a 90 minute e-learning to be followed by 3 hours of active workshop role playing class)

CONDUCTING A PARTNERING WORKSHOP (2 DAY CLASS) A Partnering workshop is collaboration between all participants connected to a Partnership. A Partnership is defined as a joint effort (may include project, program, product or service) of collaborative teamwork to achieve measurable results through agreements and productive working relationships. This class will teach those familiar with Partnering how to facilitate, structure and coach a Partnering workshop.

HOW TO MAKE PARTNERING WORK IN THE FIELD (5 HOUR CLASS) Applying partnering principles and practices in the field is key to successful projects. This class is a half-day interactive, practical and informative program that builds relationships among the project team members. It is designed for those responsible for making Partnering work in the field.

LEADER'S GUIDE TO ISSUE RESOLUTION (8 HOUR CLASS) Issue Resolution is a key skill for leaders who seek to build successful Partnerships. This class is designed for those who are responsible to lead others in identifying and resolving issues, and in developing an issue resolution process.

ONLINE PARTNERING EVALUATION PROGRAM (PEP) (4 HOUR CLASS) Participants will be able to locate the Partnering Office website, register in the database for a PEP login/password, and identify the differences between the three modules within PEP. Change their password and learn how to request a new password. Understand the levels of RIGHTS when using the PEP database, enter ratings, change ratings (with appropriate rights) and save ratings. Participants will be able to view Summary Reports, enter comments and print reports. Understand the roles and responsibilities of the Partnering Champion and how to customize the PEP database for individual Partnerships. Designed for: ADOT and non-ADOT employees who participate in Partnering.