

Training Unlimited Zoom Training Schedule July – December 2021

**ALL Programs are from 10 am – 12pm. You can sign in at 9:45am.
Each Webinar costs \$50.00 and is worth 2 CEU's.**

Date	Program
July 22nd	The ABC's of Retail Licensing (Licensing)
July 29th	Municipal Ethics Awareness (Ethics)
August 6th	Municipal Clerk Duties & The Whole Story (Professional Development)
August 10th	Working With Generation XYZ (Professional Development)
September 14th	Refresher on Municipal Finance (Finance)
September 16th	Leadership Competencies (Professional Development)
September 23rd	Integrity and Management of the NJ Election Process (Elections)
September 28th	Delegation in the Municipal Workplace (Professional Development)
October 7th	Keeping Track of Everything Before A disaster Occurs (Records)
October 13th	Establishing an Effective Working Relationship Between the Tax Assessor and Tax Collector (Finance)
October 21st	Managing the NJ Election Process (Elections)
October 26th	Snapshot on Reading the Annual Audit (Finance)
October 28th	Providing Exceptional Customer Service (Professional Development)
November 5th	Electric Filing Systems (Information Technology)
November 9th	Understanding the Open Public Records Act (Records)
November 12th	Overview of Municipal Licensing (Licensing)
December 2nd	Role of Municipal Clerk & Interaction With Purchasing Agent (Finance)
December 7th	Budgeting for Success (Finance)
December 15th	Respecting The Individual: Preventing Harassment (Professional Development)
December 16th	Advanced Licensing and Permits (Licensing)

Participants may register by emailing debbie@trainingunlimitedusa.com and include:

Your Name
Date and Title of Program
Your Title
Your Municipality
Phone Number

Email Address

Your Name as you would like printed on your certificate