Training Unlimited Zoom Training Schedule
December 2023 – June 2024
ALL Programs are from 10 am – 12pm. You can sign in at 9:45am.
Each Webinar costs $95.00 and is worth 2 CEU's.

Nov 29 Records Management and OPRA **(Records)**
Dec 6   How does the Reporting, Billing, & Collection Responsibilities for Tax Collectors
           Impact the Community's Financial Position **(Finance)**
Dec 7   The ABC's of Retail Licensing **(Licensing)**
Dec 14 Licensing Essentials for Municipal Clerks **(Licensing)**
Dec 15 Cyber Security and Communications **(Information Technology)**
Dec 20 Municipal Ethics Awareness **(Ethics**)
Dec 21 The ABC's of Retail Licensing **(Licensing)**
Jan 9   Dealing with Difficult Behaviors **(Professional Dev.)**
Jan 18   Managing the NJ Election Process **(Elections)**
Jan 24   Leadership Traits for Municipal Employees **(Professional Dev)**
Jan 31   Overview of Municipal Licensing **(Licensing)**
Feb 7   Municipal Ethics Awareness **(Ethics)**
Feb 15   Budgeting for Success **(Finance)**
Feb 22   Municipal Clerk Duties: The Wole Story **(Professional Dev)**
Feb 27   Understanding the Open Public Records Act **(Records)**
Mar 5   Snapshot on Reading the Annual Audit **(Finance)**
Mar 12   Managing Elections: Smoothly, Fairly and Effectively **(Elections)**
Mar 19   Refresher on Municipal Finance **(Finance)**
Mar 27   Ethics: Doing the Right Thing when No One is Watching **(Ethics)**
Apr 3   Role of Municipal Clerk & Interaction with the Purchasing Agent **(Finance)**
Apr 9   Managing Stress in the Municipal Environment **(Professional Dev)**
Apr 18   Licensing Essentials for Municipal Clerks **(Licensing)**
Apr 24   Strengthening Municipal Communications **(Professional Dev)**
Apr 30   Records Management and OPRA **(Records)**
May 8   Municipal Ethics Awareness **(Ethics)**
May 14   Basics of Public Procurement **(Finance)**
May 23   Property Tax Sales **(Finance)**
May 30   Advanced Licensing and Permits **(Licensing)**
Jun 4   Providing Exceptional Customer Service **(Professional Dev)**
Jun 12   Ethics: Doing the Right Thing when No One is Watching **(Ethics)**
Jun 20   Integrity and Management of the Election Process **(Elections)**
Jun 25   Understanding the Open Public Records Act **(Records)**

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