

Training Unlimited Zoom Training Schedule December 2024 – June 2025

ALL Programs are from 10 am – 12pm **Unless Otherwise Indicated**. You can sign in 15 minutes before the program begins. Each Webinar costs \$95.00 and is worth 2 CEU's **Unless Otherwise Indicated**.

Jan 7 Managing Stress in the Municipal Environment (**Professional Development**)
Jan 14 \$145 3 CEU's Info Management Systems: What's the Point (**InfoTech**)
Jan 17 The ABC's of Retail Licensing (**Licensing**)
Jan 24 \$145 3 CEU's Ethics for Municipal Leaders (**Ethics**)
Jan 31 Municipal Clerk Duties: The Whole Story (**Professional Development**)
Feb 4 Understanding the Open Public Records Act (**Records**)
Feb 11 Managing Elections: Smoothly, Fairly, and Effectively (**Elections**)
Feb 18 Refresher on Municipal Finance (**Finance**)
Feb 25 Licensing Essentials for Municipal Clerks (**Licensing**)
Feb 27 Introduction to Artificial Intelligence for NJ Municipalities (**Info Tech**)
Mar 4 Being Productive with Microsoft Excel (**Info Tech**)
Mar 7 Snapshot on Reading the Annual Audit (**Finance**)
Mar 11 Cyber Security and Communications (**InfoTech**)
Mar 19 Budgeting for Success (**Finance**)
Mar 26 Dealing with Difficult Behaviors (**Professional Development**)
Apr 1 Defining Public Records (**Records**)
Apr 9 \$145 3 CEU's Ethics for Municipal Leaders (**Ethics**)
Apr 16 Developing Dynamic Listening Skills (**Professional Development**)
Apr 23 Providing Exceptional Customer Service (**Professional Development**)
Apr 30 Property Tax Sales (**Finance**)
May 8 Managing the NJ Election Process (**Elections**)
May 7 Introduction to Artificial Intelligence for NJ Municipalities (**Info Tech**)
May 13 Municipal Ethics Awareness (**Ethics**)
May 20 \$145 3 CEU's Info Management Systems: What's the Point (**InfoTech**)
May 29 Advanced Licensing and Permits (**Licensing**)
Jun 3 Being Productive with Microsoft Excel (**Info Tech**)
Jun 4 Role of Municipal Clerk & Interaction with the Purchasing Agent (**Finance**)
Jun 11 Strengthening Municipal Communications (**Professional Development**)
Jun 17 Appropriation Caps and Tax Levy Caps (**Finance**)
Jun 26 Integrity and Management of the NJ Election Process (**Elections**)

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