



February Training Opportunities

The Center for Learning and Development (CLD) is committed to helping employees develop skills that will aid them in working more effectively and efficiently. We hope you take advantage of this month's valuable educational opportunities.

MSS/Leadership Skills

Principles of Management • Reasonable Suspicion • Project Management • Progressive Discipline • Leadership Essentials • Performance Management • Giving & Receiving Feedback for Managers

Computer Skills

PeopleSoft Reports/Query • Microsoft Excel 2010-Levels I - III • Microsoft PowerPoint 2010 Level I • PASS Buyer • Best Practices for Project Management • Microsoft Access 2010-Levels I & III • Overview of DC GIS-ArcGIS • Microsoft Word 2010 Level II • Microsoft Project 2010 • ArcGIS Online for Organization

Professional Development

Preparing for Management • Critical Thinking • Using the DC Purchase Card • Setting Boundaries • Writing for Essential Communication • Understanding Stress • Understanding Sustainable Purchasing • Effective Statements of Work • Anger Management • Powerful Communication • Quality Customer Care • Language Access • Communicating Non-Defensively • Handling People with Tact & Skill • Effective Presentation Skills • Sexual Harassment • Train the Trainer • PASS Sourcing • Resume Building & Interviewing • PASS Contracts • Procurement Lifecycle • Business Etiquette & Professionalism

We look forward to assisting you with your personal and professional development in FY2016.

For more information or to register for a course, please contact your Training Coordinator.