



July 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 • Introduction to Management • Performance Management • Leadership Essentials • Project Management • Building High Performance Teams • Change Management & Transition Labs • Multigenerational Workplace • Preparing for Management (**PILOT**) • Senior MSS Management (**PILOT**)

Computer Skills

PeopleSoft Reports/Query • Microsoft Excel 2010-Levels I & II • Microsoft PowerPoint 2010 • Overview of DC GIS-ArcGIS • Microsoft Excel-Levels I & II • Microsoft Access 2010-Level I • HR Job Science • PASS Buyer • IT Project Management • **Agency Level Admin ELM Training**

Professional Development

Resume Building & Interviewing • Setting Boundaries • BEGA Ethics • Work-Life Effectiveness • Using the DC Purchase Card • Train the Trainer • Managing the DC Purchase Card • Understanding Stress • CPR First Aid Certification • Powerful Communication • Language Access • Communicating Non-Defensively • Writing for Essential Communication • Critical Thinking • LGBT Cultural Competency • Effective Presentation Skills • Business Etiquette & Professionalism • Giving & Receiving Feedback • Sexual Harassment • Understanding Sustainable Purchasing • Setting Boundaries • Intro to DC Government Contracting

We look forward to assisting you with your personal and professional development in FY2015.

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