



June 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 • Progressive Discipline

Computer Skills

PeopleSoft Reports/Query • Microsoft Excel 2010-Level I • Microsoft Word 2010-Level II • Overview of DC GIS-ArcGIS • Microsoft Excel-Levels I, II & III • Microsoft Access 2010-Level I • Adobe InDesign Level I • HR Job Science • SharePoint 2010-Level I • PASS Buyer • IT Project Management

Professional Development

Time Management • Resume Building & Interviewing • Setting Boundaries • BEGA Ethics • Work-Life Effectiveness • Managing the DC Purchase Card • Train the Trainer • Understanding Stress • CPR First Aid Certification • Multigenerational Workplace • 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 • Executive Procurement Seminar • Budgeting for Agency Operations • Quality Customer Care • Adult CPR/First Aid • Understanding Stress

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.