

CENTER FOR LEARNING & DEVELOPMENT



AVAILABLE SEATS!! APRIL 2014

FOR DISTRICT OF COLUMBIA
GOVERNMENT EMPLOYEES

April 2014

- 04/07** PeopleSoft Reports & Query
- 04/08** Intro to PCS/MS New Features 2010
- 04/08** Critical Thinking for Supervisors (2day)
- 04/09** Microsoft Excel 2010-Level II
- 04/09** Microsoft Outlook 2010
- 04/09** Overview of DC GIS
- 04/10** Microsoft Publisher 2010
- 04/10** Microsoft Project 2010
- 04/10** PASS Buyer
- 04/10** Ethical Decision Making
- 04/11** Sexual Harassment for Managers
- 04/14** Anger Management
- 04/15** Using the DC Purchase Card
- 04/17** Microsoft Word 2010-Level II
- 04/17** Interviewing Techniques for Managers
- 04/17** Mid-Year Discussion & PIP
- 04/22** Microsoft PowerPoint 2010

IMPORTANT DATES & REMINDERS:

- TRAINING COORDINATORS MEETING- MAY 21ST
- ELM TRAINING-APRIL 11TH
- MSS EMPLOYEES- DON'T FORGET TO COMPLETE YOUR 2+ COURSE

Follow the steps below to sign up for courses

- Login to PeopleSoft
- Click on "Self Service"
- Click on "Learning and Development"
- Click on "Request Training Enrollment"
- Click on "Search by Course Name"
- Locate the course you are interested in and click on "View Available Sessions"
- Locate the date you would like to take the course and click on the "Session" number (in blue)
- Click on "Continue" (bottom left)
- Click on "Submit"
- Please make sure your supervisor approves your training request prior to attending the class!

SUSPENSION OF 15 MIN. GRACE PERIOD! ALL CLASSES ARE EXPECTED TO BEGIN ON TIME!

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- 04/23 Contract Admin Training
- 04/23 Microsoft Access 2010-Level II
- 04/23 Microsoft Publisher 2010
- 04/23 Google Earth (DC)
- 04/23 Personality-Myers Briggs
- 04/24 Effective Statements of Work
- 04/24 Microsoft Project 2010
- 04/24 Microsoft Word 2010-Level III
- 04/24 Multigenerational Workplace
- 04/25 GLBT Cultural Competency
- 04/25 Sexual Harassment for Employee
- 04/28 Giving & Receiving Feedback
- 04/29 **Microsoft Visio 2010 (NEW CLASS!!)**
- 04/29 Powerful Communication
- 04/29 Management Dynamics
- 04/29 Managing the DC Purchase Card
- 04/30 Microsoft Excel 2010-Level II

ANNOUNCEMENTS:

- MSS EMPLOYEES ARE ENCOURAGED TO COMPLETING TAKE THEIR 2+ COURSE REQUIREMENTS
- COMP & CLASS REFORM-WILL REPLACE SEXUAL HARASSMENT AS THE NEW MSS ANNUAL TRAINING. THE COURSE IS SCHEDULED TO BE AVAILABLE MID TO LATE MARCH
- THERE ARE **29** NEW QUERIES AVAILABLE IN PEOPLESOFT FOR ADMINISTERING TRAINING. FOR MORE INFORMATION, PLEASE CONTACT JEANETTE WILL AT JEANETTE.WILL2@DC.GOV OR AIDA