



WORKFORCE DEVELOPMENT
ADMINISTRATION

INTERESTED IN REGISTERING FOR A
WDA COURSE?

AVAILABLE SEATS!!
APRIL/MAY 2013

VISIT <https://ess.dc.gov/psp/essprod/?cmd=login>
TO REGISTER TODAY!

April/May 2013

- 04/17** MS Word 2007-Level II
- 04/18** DC Gov. Pcard
- 04/18** EEO Counselor
- 04/19 & 05/10** GBLT Cultural Competency
- 04/19** Multigenerational Workplace
- 04/23 & 05/07** Contract Admin. Training
- 04/24 & 05/14** Google Earth DC
- 04/25** Understanding PMP for Employee
- 04/26 & 05/06** Intro to PCS/New Features 2010
- 04/30 & 05/08** MS Outlook 2007
- 05/08** Overview of DC GIS
- 05/09** DC Gov. Contracting-The Basics
- 05/09** Statements of Work
- 05/10** Ethical Decision Making
- 05/13** CPR/First Aid
- 05/13** MS Publisher 2007
- 05/14** HR Mgmt.-Sexual Harassment
- 05/15** MS Project 2007
- 05/15** Introduction to Management

**SEATS AVAILABLE IN
WDA CLASSES!!**

**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"

Contact wda@dc.gov with questions.