



WORKFORCE DEVELOPMENT
ADMINISTRATION

**INTERESTED IN REGISTERING FOR A
WDA COURSE?**

AVAILABLE SEATS!!
JANUARY 2014

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

January 2014

01/06 Writing for Essential Communication

01/07 Customer Service

01/08 Intro to DC Gov. Contracting

01/08 Overview of DC GIS

01/08 Resume Writing & Building

01/08 Comp & Class Reform (Managers)

01/09 Work-Life Effectiveness

01/10 Microsoft PowerPoint 2010-level I

01/14 CPR/First Aid

01/14 Microsoft Word 2010-Level I

01/14 Anger Management

01/14 Understanding Stress

01/14 Progressive Discipline

01/14 Using the DC Purchase Card

01/15 MS Word Publisher 2010

01/15 Google Earth-DC

01/15 Presentation Skills

01/15 Sexual Harassment for Managers

**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.

January 2014

01/16 Microsoft Word 2010-Level II
01/16 Personality-Myers Briggs
01/16 Communicating Non-Defensively
01/16 PASS Buyer
01/17 Intro to PCS 2010/MS New Features 2010
01/20 Progressive Discipline
01/21 Microsoft Outlook 2010
01/21 Critical Thinking
01/21 Ethical Decision Making
01/21 Building High Performing Teams
01/22 Contract Admin. Training
01/22 Microsoft Project 2010
01/22 Handling People with Tact & Skill
01/22 Critical Thinking for Supervisors
01/22 Project Management
01/22 Principles of Management
01/23 Effective Statements of Work
01/23 Microsoft Access 2010-Level I
01/23 Interviewing Techniques for Managers
01/24 Microsoft Excel 2010-Level II
01/24 Change Management
01/28 Performance Management (MSS)
01/28 Building High Performing Teams
01/28 Managing the DC Purchase Card

01/29 ArcGIS

01/30 CPR/First Aid

01/30 Microsoft Excel 2010-Level III

01/30 Business Etiquette & Professionalis

01/30 Setting Boundaries

01/30 PASS Buyer

01/30 Introduction to Management