

# CENTER FOR LEARNING & DEVELOPMENT



## AVAILABLE SEATS!! JULY 2014

FOR DISTRICT OF COLUMBIA  
GOVERNMENT EMPLOYEES

### July 2014

- 07/07** PeopleSoft Reports & Queries
- 07/07** Comp & Class Reform Initiative
- 07/08** Contract Admin/E-Val Monitor
- 07/09** Intro to DC Gov. Contracting-The Basics
- 07/09** Sexual Harassment for Managers
- 07/09** Comp & Class Reform Initiative
- 07/10** PASS Buyer
- 07/11** GLBT Cultural Competency
- 07/15** Microsoft Access 2010-Level 1
- 07/15** BEGA Post Employment Ethics
- 07/15** Intro to Performance Management
- 07/15** Using the DC Purchase Card
- 07/17** Microsoft PowerPoint 2010
- 07/17** Anger Management
- 07/17** PASS Buyer
- 07/18** Sexual Harassment for Employee
- 07/21** Ethical Decision Making

### IMPORTANT DATES & REMINDERS:

- **COMPENSATION & CLASSIFICATION REFORM TRAINING: NEW SESSIONS ADDED**
- **NEXT TRAINING COORDINATORS**

### 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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## July 2014

**07/24** Effective Statements of Work

**07/24** Language Access

**07/29** Microsoft Access 2010-Level 2

**07/29** Critical Thinking for Supervisors

**07/29** Managing the DC Purchase Card

## ANNOUNCEMENTS:

**SKillSoft is live and ready!**

➤ SKILLSOFT IS LIVE AND READY! WE ENCOURAGE EMPLOYEES TO USE THE CREDENTIALS PROVIDED IN THEIR WELCOME E-MAIL TO ACCESS THE SITE. BELOW ARE SOME FEATURES IN SKILLSOFT:

- DIVERSE CATALOG OF LEARNING RESOURCES
- REPORTING TOOLS (CUSTOMIZATION OPTIONS INCLUDED)
- INDIVIDUAL LEARNING PLANS
- EMPLOYEE COURSE ASSIGNMENTS
- TRANSCRIPTS & CERTIFICATES OF COMPLETION
- AND MORE!