dchr
center for learning and development

October Training Opportunities

The Center for Learning and Development (CLD) is committed to helping employees develop skills that will aide them in working more effectively and efficiently. We hope you take advantage of this month's valuable educational opportunities.

FY16 COURSES ARE AVAIALBE FOR REGISTRATION!!!

MSS/Leadership Skills

Building High Performing Teams • Performance Management • Principles of Management • Revised Progressive Discipline • Leadership Essentials • Multi-generational Workplace • Building High Performance Teams • Giving & Receiving Feedback for Managers • Project Management

Computer Skills

Microsoft PowerPoint 2010 • PeopleSoft Reports/Query • Microsoft Excel 2010-Levels I & II • Microsoft Access 2010-Level I • IT Project Management • PASS Buyer • Contract Admin E.Val/Monitor

Professional Development

Intro to DC Government Contracting • Communicating Non-Defensively • Setting Boundaries • Effective Statements of Work • Quality Customer Care • Handling People with Tact & Skill • Using the DC Purchase Card • Powerful Communication • Sexual Harassment for Employees • BEGA Ethics • Time Management • Critical Thinking • Myers-Briggs • Train the Trainer • Understanding Sustainable Purchasing • Writing for Essential Communications • Understanding Stress • Understanding PMP for Employees • Effective Presentation Skills

We look forward to assisting you with your personal and professional development in FY2016.

For more information or to register for a course, please contact your Training Coordinator.