dchr
center for learning and development

September 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.

MSS/Leadership Skills

Principles of Management • Introduction to Management • Performance Management • Leadership Essentials • Project Management • Building High Performance Teams • Change Management & Transition Labs • Multigenerational Workplace • Senior MSS Management • Progressive Discipline

Computer Skills

PeopleSoft Reports/Query • Microsoft Excel 2010-Levels I & II • Microsoft PowerPoint 2010 • Microsoft PowerPoint 2010• HR Job Science • PASS Buyer • IT Project Management • Overview of DC GIS-ArcGIS

Professional Development

Setting Boundaries • Using the DC Purchase Card • Train the Trainer • Managing the DC Purchase Card • Understanding Stress • Language Access • Writing for Essential Communication • LGBT Cultural Competency • Effective Presentation Skills • Giving & Receiving Feedback • Sexual Harassment • Understanding Sustainable Purchasing • Handling People with Tact & Skill • Intro to DC Government Contracting • Anger Management • Personality—Myers Briggs • Understanding PMP for Employees • CPR/First Aid Certification • Agency-Level Admin Training • BEGA Ethics • Contract Admin/E.Val Monitor • Critical Thinking

We look forward to assisting you with your personal and professional development in FY2015.

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