

# CENTER FOR LEARNING & DEVELOPMENT



## AVAILABLE SEATS!! AUGUST 2014

FOR DISTRICT OF COLUMBIA  
GOVERNMENT EMPLOYEES

### August 2014

- 08/12 CPR/FIRST AID
- 08/12 Microsoft Excel 2010-level 2
- 08/12 Using the DC Purchase Card
- 08/13 PASS Buyer
- 08/14 Effective Statements of Work
- 08/14 Microsoft Word 2010-Level 2
- 08/14 PASS Buyer
- 08/14 Sexual Harassment for Managers
- 08/19 Microsoft Access 2010-Level 1
- 08/20 Microsoft Excel 2010-Level 1
- 08/20 Contract Admin/E-Val Monitor
- 08/21 Microsoft Word 2010-Level 1
- 08/22 GLBT Cultural Competency Training
- 08/26 Microsoft Project 2010-Level 2
- 08/27 Introduction to Management
- 08/28 Multigenerational Workplace
- 08/29 Sexual Harassment for Employee

### IMPORTANT DATES & REMINDERS:

- COMPENSATION & CLASSIFICATION REFORM TRAINING: NEW SESSIONS ADDED. PLEASE CHECK PEOPLESOFT.
- 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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## 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!

## ANNOUNCEMENTS:

**MSS Employees.....Did you Know??**

The following MSS courses can be completed via SkillSoft. The courses are located under "MY PLAN", "ASSIGNED". If you have not received your log in credentials, please e-mail [DCHR.CLD1@dc.gov](mailto:DCHR.CLD1@dc.gov) to request your log in credentials. Please include your first, last names, e-mail and employee ID number.

- Principles of Management
- Leadership Essentials
- Introduction to Management
- Building High Performing Teams