

# CENTER FOR LEARNING & DEVELOPMENT



## AVAILABLE SEATS!! MARCH 2014

FOR DISTRICT OF COLUMBIA  
GOVERNMENT EMPLOYEES

### March 2014

- 03/03 PeopleSoft Reports & Query
- 03/04 Contract Admin Training
- 03/04 Presentation Skills (2 day)
- 03/05 DC Gov. Contracting-The Basics
- 03/05 Overview of DC GIS-ArcGIS
- 03/05 Ranking Factors
- 03/06 Microsoft Project 2010-Level I
- 03/10 Reasonable Suspicion
- 03/11 Microsoft Access 2010-Level II
- 03/11 Microsoft Excel 2010-Level II
- 03/11 Anger Management
- 03/11 Curing the Negativity Virus
- 03/11 Using the DC Purchase Card
- 03/12 Microsoft Publisher 2010
- 03/12 Google Earth (DC)
- 03/12 Principles of Management
- 03/13 CPR/First Aid

### IMPORTANT DATES & REMINDERS:

- SKILLSOFT LAUNCH-MARCH 17TH
- TRAINING COORDINATORS MEETING-MARCH 26TH
- ELM TRAINING-MARCH 28<sup>TH</sup>
- MSS EMPLOYEES- DON'T FORGET TO

### 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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## March 2014

- 03/13 Microsoft Outlook 2010
- 03/13 Sexual Harassment for Managers
- 03/13 PASS Buyer
- 03/14 Sexual Harassment for Employee
- 03/17 Microsoft Word 2010-Level II
- 03/18 Setting Boundaries
- 03/18 Critical Thinking for Supervisors
- 03/18 Building High Performing Teams
- 03/19 Microsoft Word 2010-Level III
- 03/19 ArcGIS (2 day)
- 03/19 Understanding PMP for Employee
- 03/19 Principles of Management
- 03/20 Effective Statements of Work
- 03/20 Progressive Discipline
- 03/20 Management Dynamics
- 03/25 Business Etiquette & Professionalism
- 03/25 Mid-Year Discussion & PIP
- 03/26 Microsoft Access 2010-Level III
- 03/27 Giving & Receiving Feedback
- 03/27 Language Access
- 03/27 Budgeting for Agency Operations
- 03/31 Leaderships Essentials (2 day)

## ANNOUNCEMENTS:

- MSS EMPLOYEES ARE ENCOURAGED TO COMPLETING TAKE THEIR 2+ COURSE REQUIREMENTS
- COMP & CLASS REFORM-WILL REPLACE SEXUAL HARASSMENT AS THE NEW MSS ANNUAL TRAINING. THE COURSE IS SCHEDULED TO BE AVAILABLE MID TO LATE MARCH
- THERE ARE **29** NEW QUERIES AVAILABLE IN PEOPLESOFT FOR ADMINISTERING TRAINING. FOR MORE INFORMATION, PLEASE CONTACT JEANETTE WILL AT