

# CENTER FOR LEARNING & DEVELOPMENT



## AVAILABLE SEATS!! FEBRUARY 2014

FOR DISTRICT OF COLUMBIA  
GOVERNMENT EMPLOYEES

### IMPORTANT DATES & REMINDERS:

- TRAINING COORDINATORS MEETING- FEB. 26TH
- NEXT ELM TRAINING-FEBRUARY 24<sup>TH</sup>
- MSS EMPLOYEES- DON'T FORGET TO COMPLETE YOUR 2+ COURSE REQUIREMENTS!

### February 2014

- 02/03** PeopleSoft Reports & Query
- 02/04** Critical Thinking
- 02/04** Presentation Skills
- 02/05** DC Gov. Contracting-The Basics
- 02/05** Overview of DC GIS-ArcGIS
- 02/05** Reasonable Suspicion
- 02/06** Anger Management
- 02/07** Intro to PCS/MS New Features
- 02/11** Using the Purchase Card
- 02/12** Understanding Stress
- 02/12** Principles of Management
- 02/13** CPR/First Aid
- 02/13** PASS.Buyer
- 02/13** Performance Management (MSS)
- 02/14** Microsoft Outlook 2010
- 02/18** Microsoft Access 2010-Level I
- 02/18** Time Management

### 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!**

# CENTER FOR LEARNING & DEVELOPMENT

## February 2014

- 02/18 Building High Performing Team
- 02/19 Contract Admin Training
- 02/19 Google Earth (DC)
- 02/19 Principles of Management
- 02/20 Effective Statements of Work
- 02/20 Violence & Safety in the Workplace
- 02/20 Progressive Discipline
- 02/20 Multigenerational Workplace
- 02/21 Setting Boundaries
- 02/25 Microsoft Access 2010-Level II
- 02/25 Managing the DC Purchase Card
- 02/26 Microsoft Word 2010-level II
- 02/26 Ethical Decision Making
- 02/26 Introduction to Management
- 02/27 Communicating Non-Defensively
- 02/27 Change Management
- 02/28 Microsoft Excel 2010-Level II
- 02/28 Business Etiquette & Professionalism
- 02/28 Sexual Harassment (non-managers)

## ANNOUNCEMENTS:

- WORKFORCE DEVELOPMENT ADMINISTRATION WILL NOW BE KNOWN AS THE CENTER FOR LEARNING & DEVELOPMENT
- THE "POWERHOUSE", THE CENTER FOR LEARNING & DEVELOPMENT BLOG WILL BE LAUNCHED ON FEBRUARY 14<sup>TH</sup>. BE ON THE LOOKOUT!
- REMAINING COURSES FOR FY'14 ARE NOW AVAILABLE FOR REGISTRATION IN PEOPLESFT
- MSS EMPLOYEES ARE ENCOURAGED