



WORKFORCE DEVELOPMENT
ADMINISTRATION

AVAILABLE SEATS!!
AUGUST 2013

**INTERESTED IN REGISTERING FOR A
WDA COURSE?**

VISIT <https://ess.dc.gov/psp/essprod/?cmd=login>
TO REGISTER TODAY!

August 2013

- 08/05** PeopleSoft Reports & Query
- 08/06** Critical Thinking for Supervisors
- 08/07** Overview of DC GIS-ArcGIS
- 08/08** DC Gov. Contracting-The Basics
- 08/09** GLBT Cultural Competency Training
(9AM, 11AM, 1PM, 3PM sessions)
- 08/13** Microsoft Project 2007
- 08/14** Introduction to PCS/MS New Features
- 08/14** Introduction to Management
- 08/15** DC Gov. Purchase Card
- 08/15** Budgeting for Agency Operations
- 08/19** Microsoft Publisher 2007
- 08/21** Microsoft Word 2007-Level I
- 08/23** Access 2007-Level II
- 08/27** Setting Boundaries
- 08/28** Microsoft Word-Level III
- 08/29** Personality-Myers Briggs

**SEATS AVAILABLE IN
WDA CLASSES!!**

**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"

Contact wda@dc.gov with questions.