



SEATS AVAILABLE! WDA CLASSES

WHEN

Monday, December 10 –
Friday, December 14, 2012

WHERE

441 4th Street, NW

If you're interested, locate the course in PeopleSoft and register online (Self Service > Learning and Development > Request Training Enrollment > Search Course by Name). [The Course Code and the Course Session Number are listed after each class time in blue.](#)

INTRODUCTION TO PCS

Monday, December 10
9 a.m. to 12 p.m. (200/0044)

MICROSOFT PUBLISHER 2007

Monday, December 10
9:00 a.m. to 4 p.m. (211/4615)

PROGRESSIVE DISCIPLINE

Monday, December 10
9:30 a.m. to 4 p.m. (602/7812)

MICROSOFT OUTLOOK 2007

Tuesday, December 11
9 a.m. to 4 p.m. (208/3743)

OVERVIEW OF PERFORMANCE MGMT

Tuesday, December 11
5 p.m. to 7 p.m. (309/0002)

CRITICAL THINKING FOR SUPERVISORS

Tuesday, December 11
9 a.m. to 4 p.m. (900/8020)

PASS BUYER

Wednesday, December 12
9 a.m. to 4 p.m. (7100/7891)
Friday, December 14
9 a.m. to 4 p.m. [7100/7892]

DC GOV PURCHASE CARD

Thursday, December 13
9 a.m. to 12 p.m. (1180/0035)

PERSONALITY MYERS-BRIGGS

Thursday, December 13
9 a.m. to 12 p.m. [403/7089]