



WORKFORCE DEVELOPMENT  
ADMINISTRATION

INTERESTED IN REGISTERING FOR A  
WDA COURSE?

**AVAILABLE SEATS!!**  
**DECEMBER 2013**

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

## December 2013

- 12/03 Using the DC Purchase Card
- 12/03 Introduction to Management
- 12/04 Ranking Factors-DC Gov. Employees
- 12/05 Microsoft Project 2007
- 12/05 Powerful Communication
- 12/05 Leadership Essentials
- 12/06 Building High Performing Teams
- 12/09 Intro.to PCs/MS New Features 2010
- 12/09 Sexual Harassment (Managers)
- 12/09 Progressive Discipline
- 12/09 Train the Trainer
- 12/10 MS Outlook 2007
- 12/10 Critical Thinking
- 12/10 Managing the DC Purchase Card
- 12/11 MS Word 2007-Level I
- 12/11 Resume Building & Interviewing
- 12/11 Understanding Stress
- 12/12 MS Access Level II

## 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](mailto:wda@dc.gov) with questions.

## **December 2013**

**12/12** Understanding PMP for Employee

**12/13** Google Earth (DC)

**12/13** GLBT Cultural Competency

**12/16** Sexual Harassment (non-managers)

**12/17** Business Etiquette & Professionalism

**12/17** Anger Management

**12/17** Handling People with Tact

**12/17** Progressive Discipline

**12/19** Personality-Myers Briggs

**12/19** Principles of Management

**12/20** Setting Boundaries

---