



WORKFORCE DEVELOPMENT
ADMINISTRATION

AVAILABLE SEATS!!
JULY 2013

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

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

July 2013

- 07/08** Introduction to PCS
- 07/08** MS New Features 2010
- 07/08** Principles of Management (MSS ONLY)
- 07/11** PeopleSoft Position Mgmt. (Webinar)
- 07/15** MS PowerPoint 2007
- 07/17 & 07/24** PASS Buyer
- 07/17** Introduction to Management
- 07/18** DC Gov. Purchase Card
- 07/18** Excel Level II
- 07/19** MS Outlook 2007
- 07/19** GLBT Cultural Competency Training
- 07/22** MS Project 2007
- 07/22** Excel 2007-Level I
- 07/23** Presentation Skills
- 07/25** Contract Admin. Training
- 07/26** MS Publisher 2007
- 07/30** MS Word 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 with questions.