



WORKFORCE DEVELOPMENT
ADMINISTRATION

AVAILABLE SEATS!!
JUNE 2013

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

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

June 2013

- 06/03** PeopleSoft Reports/Query
- 06/04** MS Outlook
- 06/05** Mid-Year Discussion & PIP
- 06/06** Project Management
- 06/07** Access Level III
- 06/10** Introduction to PCS
- 06/10** MS New Features 2010
- 06/11** Excel Level III
- 06/11** Understanding Stress
- 06/12** MS Publisher
- 06/13** DC Gov. Contracting-The Basics
- 06/14** Management Dynamics
- 06/19 & 06/26** PASS Buyer
- 06/19** Introduction to Management
- 06/20** DC Gov. Purchase Card
- 06/20** Personality-Myers Briggs
- 06/20** Multigenerational Workplace
- 06/21** GLBT Cultural Competency
- 06/25** Principles of Management
- 06/27** Contract Admin Training

**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.