



WORKFORCE DEVELOPMENT
ADMINISTRATION

INTERESTED IN REGISTERING FOR A
WDA COURSE?

AVAILABLE SEATS!!
NOVEMBER 2013

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

November 2013

11/05 Microsoft Project
11/05 Anger Management
11/05 Progressive Discipline
11/05 Using the DC Purchase Card
11/06 Excel 2007-Level I
11/06 Overview of DC GIS-ArcGIS
11/06 Ranking Factors-DC Gov. Employees
11/06 Performance Management (MSS)
11/06 Building High Performing Team
11/07 Access 2007-Level I
11/07 Presentation Skills
11/07 Interview Techniques for Managers
11/08 Microsoft Outlook
11/12 Microsoft Word Level I
11/12 Understanding Stress
11/13 Excel Level II
11/13 Microsoft Publisher
11/13 Critical Thinking

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.

November 2013

11/14 Setting Boundaries

11/14 Building High Performing Team

11/15 Intro to PCS/MS New Features 2010

11/15 Microsoft Excel 2007-Level I

11/19 Time Management (9AM & 1PM)

11/19 Handling People with Tact

11/19 Progressive Discipline

11/19 Performance Management (MSS)

11/19 Managing the DC Purchase Card

11/20 Powerful Communication

11/20 Train the Trainer

11/21 Understanding PMP for Employee

11/21 PASS Buyer

11/25 Writing for Essential Communication

11/25 Leadership Essentials
