

CENTER FOR LEARNING & DEVELOPMENT



AVAILABLE SEATS!! SEPTEMBER 2014

FOR DISTRICT OF COLUMBIA
GOVERNMENT EMPLOYEES

September 2014

- 09/03 Critical Thinking for Supervisors
- 09/04 PASS Buyer
- 09/05 EAP Supervisor Training
- 09/09 Performance Management (MSS)
- 09/09 Contract Admin Training
- 09/10 Overview of DC GIS-
- 09/11 Performance Management (MSS)
- 09/12 BEGA Post Employment Ethics
- 09/12 Sexual Harassment for Employee
- 09/15 Sexual Harassment for Managers
- 09/15 Comp & Class Reform Training
- 09/16 Change Management
- 09/17 Google Earth (DC)
- 09/18 Language Access
- 09/19 GLBT Cultural Competency
- 09/23 Presentation Skills
- 09/23 Managing the DC Purchase Card

IMPORTANT DATES & REMINDERS:

- JOB SCIENCE-TRAINING COMING SOON!
- COMPENSATION & CLASSIFICATION REFORM TRAINING: NEW SESSIONS ADDED
- NEXT TRAINING COORDINATORS

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"
- Please make sure your supervisor approves your training request prior to attending the class!

SUSPENSION OF 15 MIN. GRACE PERIOD! ALL CLASSES ARE EXPECTED TO BEGIN ON TIME!

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September 2014

09/25 Budgeting for Agency Operations

09/30 Comp & Class Reform

ANNOUNCEMENTS:

JOB SCIENCE TRAINING!

- ARE YOU WONDERING WHAT'S TO BECOME OF THE RANKING FACTORS?
- ARE YOU WONDERING HOW THE PEOPLESOFT SYSTEM WILL ACCOMMODATE SUCH CHANGES?

IF YES, DCHR HAS FORMULATED THE JOB SCIENCE TRAINING TO PROVIDE YOU WITH MORE INSIGHT. PLEASE SEE THE COURSE DESCRIPTION BELOW. THE TRAINING IS LIMITED FOR HR PROFESSIONALS **ONLY!**

PEOPLESOFT REGISTRATION WILL BEGIN ON **SEPTEMBER 8TH**.

DESCRIPTION:

THIS COURSE IS FOR HR PROFESSIONALS **ONLY** WITH RESPONSIBILITY FOR STAFFING AND RECRUITMENT