

# NOVEMBER 2009

S	MON	TUES	WEDS	THURS	FRI	S
1	2	3 •EEO Training 9-10:30 am	4 •Resumes 101 9-10:30 am •PCard Training 10-11:30 am	5 •Dilemmas, Temptations & Decisions 9-10:30 am •Classified Appraisals & WPS 2-3:30 pm	6 •Travel Process & Procedures 9-10:30 am	7
8	9	10 •Voice Mail Training 10-11 am	11	12	13 •Financial Data Warehouse 9-11 am •Preparing for Retirement 2-4 pm	14
15	16 •Accounts Payable 2-3:30 pm	17 •I-9 Training 9-10 am •Managing Meetings 2-3:30 pm	18 •Sexual Harassment Prevention 9-10:30 am •Communicating Across Cultures 2-4 pm	19 •IDR's 101 10-11:30 am	20 •Independent Service Provider Training 2-3:30 pm	21
22	23	24	25 •PCard Training 2-3:30 pm	26	27	28
29	30					

Office of Staff Development

# DECEMBER 2009

S	MON	TUES	WEDS	THURS	FRI	S
		1	2 PCard Training 10-11:30 am	3	4 Employee Separation & Clearance 2-3 pm	5
6	7	8 Voice Mail Training 10-11 am	9 Stop Talking & Listen 9-10:30 am	10 Pro Staff Evaluations 9-10:30 am	11	12
13	14	15 Overview of Social Security 1-2:30 pm	16	17	18	19
20	21	22	23 PCard Training 2-3:30 pm	24	25	26
27	28	29	30	31		