

DOCHROC
Office of Workforce Development and Performance Management
Second Quarter Training Calendar

~ January 2012 ~				
Mon	Tue	Wed	Thu	Fri
2 Federal Holiday 	3	4	5	6
9	10	11	12	13
16 Federal Holiday 	17	18 <u>Intermediate Excel 2007</u> (9:00am to 4:00pm) Room H5022	19 <u>Dealing with Clutter</u> (1:00pm to 3:00pm) Room H7855 Audience: All Employees	20
23	24 <u>Monitoring Probationary Employees</u> (1:00pm to 2:30 pm) Room H7855 Audience: Managers/Supervisors	25 <u>WebTA Timekeeper Responsibilities</u> (1:00pm-3:00pm) H7855 Audience: Timekeepers	26 <u>Microsoft Project 2007</u> (9:00am to 4:00pm) Room H5022	27
30	31	Notes: **Registration will be accepted via Commerce Learning Center (CLC) upon Broadcast email.		

~ February 2012 ~				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7 <u>WebTA Timekeeper Responsibilities</u> (1:00pm-3:00pm) H7855 Audience: Timekeepers	8 <u>Developing Specialized Experience for Vacancy Announcements</u> (10:00am to 12:00pm) Room H7855 Audience: For Hiring Managers and Admin contacts	9 <u>Intermediate Word 2007</u> (9:00am to 4:00pm) Room H5022	10
13	14	15 <u>Leave Restriction</u> (10:00am to 12:00pm) Room H7855 Audience: All Employees	16 <u>Benefits Smorgasbord</u> (10:00am to 11:30am) Room H7855 Audience: All Employees	17
20 Federal Holiday 	21	22 <u>Addressing Poor Performance</u> (10:00am to 11:30 am) Room H7855 Audience: Managers/Supervisors	23 <u>Advanced Excel 2007</u> (9:00am to 4:00pm) Room H5022	24
27	28 **Retirement Planning Seminar (DAY 1) (9:00am to 4:00pm) Room H1412	29 **Retirement Planning Seminar (DAY 2) (9:00am to 4:00pm) Room H4830	Notes: **Registration will be accepted via Commerce Learning Center (CLC) upon Broadcast email.	

~ March 2012 ~				
Mon	Tue	Wed	Thu	Fri
		Notes: **Registration will be accepted via Commerce Learning Center (CLC) upon Broadcast email.	1	2
5	6 WebTA Timekeeper Responsibilities (1:00pm-3:00pm) H7855 Audience: Timekeepers	7 Writing Accomplishments (9:00am to 11:00 am) Room H7855 Audience: All Employees	8	9
12	13	14 Leave Entitlements (10:00am to 11:30 am) Room H7855 Audience: All Employees	15 Intermediate Outlook 2007 (9:00am to 4:00pm) Room H5022	16
19	20 How to Conduct Mid Year Assessments (10:00am to 11:30 am) Room H7855 Audience: Supervisor/Managers	21 Writing Accomplishments (9:00am to 11:00 am) Room H7855 Audience: All Employees	22 Advanced Outlook 2007 (9:00am to 4:00pm) Room 5022	23
26	27 **FERS Mid-Career Planning (DAY 1) (9:00am to 4:00pm) Room H1412	28 **FERS Mid-Career Planning (DAY 2) (9:00am to 4:00pm) Room H1412	29	30