

October 2010

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Office of Workforce Development and Performance Management First Quarter Training Calendar

1

4 Introduction to Excel 2007
(9:00 am - 4:00 pm)
Room H5022
Audience: All Employees



5 Introduction to Excel 2007
(9:00 am – 4:00 pm)
Room H5022
Audience: All Employees

Hiring Reform Briefing
(9:00 am – 12noon)
Room H4813
Audience: Hiring Managers

6 Intermediate Excel 2007
(9:00 am – 4:00 pm)
Room H5022
Audience: All Employees



7

8

11 Columbus Day Observed



12

13

14

15

18 Hiring Reform Briefing
(9:00 am – 12noon)
Auditorium
Audience: Hiring Managers

19

20 **Reasonable
Accommodations**
(1:00 pm – 3:00 pm)
Room H7855
**Audience:
Supervisors/Managers**

21 Freedom of Information Act
(FOIA) & Privacy Act Training Session
(1:00 pm – 2:00 pm)
Room H7855
Audience – HR Personnel & FOIA
Reps

22

25 Hiring Reform Briefing
(9:00 am – 12noon)
Auditorium
Audience: Hiring Managers

26 Teleconference Improvement
Plan vs. Progressive Discipline
12:00 – 1:30 pm Room H7855
Audience: Supervisors/ Managers

Introduction to Excel 2007
9:00 am– 4:00 pm Room H5022
Audience: All Employees

27

28 Introduction to Power Point 2007
(9:00 am to 4:00 pm)
Room H5022
Audience: All Employees



29

November 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	<p>3 Pre-Retirement Seminar Day 1 (9:00 am - 4:00 pm) Room H1414 Audience: Employees w/ 10 Years or less before retirement eligible</p> <hr style="border-top: 2px dashed black;"/> <p>Introduction Publisher 2007 (9:00 am – 4:00 pm) Room H6872 Audience: All Employees</p>	<p>4 Pre-Retirement Seminar Day 2 (9:00 am - 4:00 pm) Room H1414 Audience: Employees w/ 10 Years or less before retirement eligible</p> <div style="text-align: center;">  </div>	5
8	<p>9 Teleconference Telework & Alternative Work Schedules as Reasonable Accommodations (12:00 – 1:30 pm) Room H7855 Audience: Supervisors/Managers</p>	<p>10 The Administrative Grievance Process Training Session (10:00 am – 12 noon) Room H7855 Audience: Supervisors/Managers</p>	<p>11 Veterans Day Observed</p> <div style="text-align: center;">  </div>	12
15	<p>16 Intermediate Word 2007 (9:00 am – 4:00 pm) Room H6872 Audience: All Employees</p> <div style="text-align: center;">  </div>	<p>17 Family Medical Leave Act Training Session (10:00 am – 12 noon) Room H7855 Audience: Supervisors/Managers</p>	18	19
22	23	24	<p>25 Thanksgiving Day Observed</p> <div style="text-align: center;">  </div>	26
29	30			

December 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<p>1 Mid-Career Retirement Planning Seminar Day 1- Room H6029 (9:00 am to 4:00 pm) Audience: FERS Employees w/ 5-20 years of Service</p> 	<p>2 Mid-Career Retirement Planning Seminar Day 2- Room H6029 (9:00 am to 4:00 pm) Audience: FERS Employees w/ 5-20 years of Service</p> 	3
6	<p>7 Introduction Excel 2007 (9:00 am – 4:00 pm) Room H6782 Audience: All Employees</p>	<p>8 Leave Restriction (10:00 AM – 12:00 PM) Room H7855 Audience: Supervisors/Managers</p>	<p>9 Introduction Outlook 2007 (9:00 am – 4:00 pm) Room H6872 Audience: All Employees</p>	10
13	14	15	16	17
20	21	22	23	<p>24 Christmas Day Observed</p> 
27	28	29	30	31