

Upcoming Courses for...

# November 2009

| MONDAY  | TUESDAY   | WEDNESDAY  | THURSDAY   | FRIDAY  |
|---|---|--|--|---|
| 2   | <p>3</p> <p><u>Performance Evaluation</u><br/>(NC 401) 8:30 - 4:30</p> <p><u>Preventing Sexual Harassment Employees</u><br/>(GI 052) 1:00 - 4:00</p>  | <p>4</p> <p><u>Listening: The Forgotten Skill</u><br/>(GI 003) 8:30 - 4:30</p>   | <p>5</p> <p><u>Business Writing</u><br/>(GI 134) 8:30 - 4:30</p>   | <p>6</p> <p><u>Introduction to Business Skills</u><br/>(GI 174) Day 1: 1:30 - 4:30</p>  |
| 9   | <p>10</p> <p><u>Managing Conflict &amp; Resistance in the Workplace</u><br/>(GI 165) 8:30 - 4:30</p> <p><u>Statutory Construction &amp; Legal Drafting</u><br/>(RM 002) 9:00 - 11:00</p> <p><u>Word 2007 Level 1</u><br/>(PC 729) 8:30 - 4:30</p> | <p>11</p>  <p><i>Veterans Day</i></p> | <p>12</p> <p><u>Access 2007 Level 3</u><br/>(PC 734) 8:30 - 4:30</p> <p><u>Americans with Disabilities Act</u><br/>(NC 123) 8:30 - 11:30</p> <p><u>Family &amp; Medical Leave Act</u><br/>(NC 122) 1:00 - 4:00</p> | <p>13</p> <p><u>Introduction to Business Skills</u><br/>(GI 174) Day 2: 1:30 - 4:30</p> <p><u>Thriving on Change</u><br/>(GI 163) 8:30 - 4:30</p>       |
| <p>16</p> <p><u>Building a High Performing workplace</u><br/>(GI 302) 8:30 - 4:30</p> | <p>17</p> <p><u>Fundamentals of Supervision</u><br/>(NC 151) 8:30 - 4:30</p> <p><u>Managing Time &amp; Priorities</u><br/>(GI 090) 8:30 - 4:30</p>  | <p>18</p> <p><u>Grammar &amp; Proofreading Essentials</u><br/>(GI 222) 8:30 - 4:30</p>                                 | <p>19</p> <p><u>Excel 2007 Level 2</u><br/>(PC 727) 8:30 - 4:30</p> <p><u>Managing Stress Effectively</u><br/>(RM 011) 8:30 - 4:30</p> <p><u>Open Meetings/Public Records</u><br/>(Rm 011) 9:00 - 11:00</p>        | <p>20</p> <p><u>Word 2007 Level 3</u><br/>(PC 731) 8:30 - 4:30</p>  |
| 23  | <p>24</p> <p><u>PowerPoint 2007 Level 2</u><br/>(PC 731) 8:30 - 4:30</p> <p><u>Citizen's Aid/Ombudsman</u><br/>(RM 010) 9:00 - 11:00</p>  | 25   | <p>26</p>  <p><i>Thanksgiving Day</i></p>   | 27  |
| 30  |   |  |  |  <p><b>PDS</b><br/>Performance &amp; Development<br/>SOLUTIONS</p> |