



February 2008

"At a Glance" Organization & Employee Development Monthly Calendar

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1	2
					9:00a-10:30a EPAF- Imaging/Document Management (Training Lab # 1) 11:00a-1:00p Weight Watchers at Work (3700 A/AB) <i>(Pre-Registration Required)***</i> 12:30p-1:30p Weight Watchers at Work (5057 Woodward, Rm 6202) <i>(Pre- Registration Required)***</i>	
3	4	5	6	7	8	9
	9:00a-10:30a EPAF 101 (3700 A/AB) 9:00am-12:00n Element I-Faculty and Staff Orientation (2A Welcome Ctr.) <i>(Pre-Registration Required)*</i> 12:00n-1:00pm Helping Hands (4th Fl. Conf. Rm., COE)** 12:00n-1:30p Library Drop-In Workshop: Endnote Web (Lab B, UGL)	9:00a-10:30a CONDAT/ORGDCS (Training Lab #1) 10:30a-12:00n Terminations [Term E & Term J] (Training Lab # 1)	9:00a-10:30a EPAF Imaging/Document Management (Training Lab # 1) 11:30a-12:30p Weight Watchers at Work (Green Auditorium, 3334 Scott Hall) <i>(Pre- Registration Required)***</i> 12:00n-1:00p Library Drop-In Workshop: Blackboard Basics (Lab B, UGL) 1:00p-4:00p Banner Navigation (Training Lab #2) 5:00p-6:30p Library Drop-In Workshop: Microsoft Excel I: Spreadsheet Basics (Lab B, UGL)	9:00a-10:30a CONDAT/ORGDCS (Training Lab # 1) 10:30a-12:00n Terminations [Term E & Term J] (Training Lab # 1) 11:00a-12:00n Weight Watchers at Work (Faculty Lounge COE) <i>(Pre- Registration Required)***</i> 1:00p-3:30p WSU Report Navigation (Training Lab #2)	A/AB) 11:00a-1:00p Weight Watchers at Work (3700 A/AB) <i>(Pre-Registration Required)***</i> 12:30p-1:30p Weight Watchers at Work (5057 Woodward, Rm 6202) <i>(Pre- Registration Required)***</i>	
10	11	12	13	14	15	16
	9:00am-12:00n Element I-Faculty and Staff Orientation (2A Welcome Ctr.) <i>(Pre-Registration Required)*</i> 11:30a-12:30p Weight Watchers at Work (3700 A/AB) 12:00n-1:00pm Helping Hands (4th Fl. Conf. Rm., COE)**	8:30a-5:00p Core Supervisor Development Program Day I: Leadership (3700 A/AB) 9:00a-10:30a CONDAT/ORGDCS (Training Lab #1) 10:30a-12:00n Terminations [Term E & Term J] (Training Lab # 1) 1:00p-4:00p RAPP Training Part I (Training Lab #2)	9:00a-10:30a CONDAT/ORGDCS (Training Lab #1) 10:30a-12:00n Terminations [Term E & Term J] (Training Lab # 1) 11:30a-12:30p Weight Watchers at Work (Green Auditorium, 3334 Scott Hall) <i>(Pre- Registration Required)***</i> 12:00n-1:00p Library Drop-In Workshop: Blackboard Basics (Lab B, UGL) 5:00p-6:00p Library Drop-In Workshop: Microsoft Word II: Advanced Features (Lab B, UGL)	11:00a-12:00n Weight Watchers at Work (Faculty Lounge COE) <i>(Pre- Registration Required)***</i> 12:00n-1:00p Library Drop-In Workshop: MS PowerPoint I: Presentation Basics (Lab B, UGL) 2:00p-3:30p EPAF Imaging/Document Management (Training Lab #1)	11:00a-1:00p Weight Watchers at Work (3700 A/AB) <i>(Pre-Registration Required)***</i> 12:30p-1:30p Weight Watchers at Work (5057 Woodward, Rm 6202) <i>(Pre- Registration Required)***</i>	

17	18	19	20	21	22	23
	9:00am-12:00n Element I-Faculty and Staff Orientation (2A Welcome Ctr.)(<i>Pre-Registration Required</i>)* 12:00n-1:00pm Helping Hands (4th Fl. Conf. Rm., COE)**	9:00a-5:00p Core Supervisor Development Program Day 2: Service Excellence (3700 A/AB) 12:00n-1:30p Library Drop-In Workshop: Endnote II [with Word] (Lab B, UGL)	11:30a-12:30p Weight Watchers at Work (Green Auditorium, 3334 Scott Hall) (<i>Pre- Registration Required</i>)*** 5:00p-6:30p Library Drop-In Workshop: MS PowerPoint III: Movies and Sound (Lab B, UGL)	11:00a-12:00n Weight Watchers at Work (Faculty Lounge COE) (<i>Pre- Registration Required</i>)*** 11:00a-1:30p Adobe Creative Suite 3 (Scott Hall, Room 1358) A/AB) 5:00p-6:30p Library Drop-In Workshop: MS Excel II: Advanced Features (Lab B, UGL)	11:00a-1:00p Weight Watchers at Work (3700 A/AB) (<i>Pre-Registration Required</i>)* ** 12:30p-1:30p Weight Watchers at Work (5057 Woodward, Rm 6202) (<i>Pre-Registration Required</i>)***	
24	25	26	27	28	29	
	9:00am-12:00n Element I-Faculty and Staff Orientation (2A Welcome Ctr.)(<i>Pre-Registration Required</i>)* 12:00n-1:00pm Helping Hands (4th Fl. Conf. Rm., COE)**	9:00a-5:00p Core Supervisor Development Program Day 3: Personal Effectiveness (3700 A/AB) 1:00p-4:00p RAPP Training Part II (3700 A/AB)	11:30a-12:30p Weight Watchers at Work (Green Auditorium, 3334 Scott Hall) (<i>Pre- Registration Required</i>)***	10:00a-11:30p Procurement Card Training (3700 A/AB) 11:00a-12:00n Weight Watchers at Work (Faculty Lounge COE) (<i>Pre- Registration Required</i>)***	11:00a-1:00p Weight Watchers at Work (3700 A/AB) (<i>Pre-Registration Required</i>)* ** 12:30p-1:30p Weight Watchers at Work (5057 Woodward, Rm 6202) (<i>Pre-Registration Required</i>)***	

To register for a training program you need to log into WSU Pipeline (pipeline.wayne.edu). Click on the Employee Tab and then look to the right margin and find the burgundy icon that says "Training, Seminars, Workshops". *To sign up for Element I Orientation Anita Rodgers at ab3149@wayne.edu. **For information on Helping Hands, contact Sandra Sumner at ac6642@wayne.edu. ***For information on Weight Watchers at Work, contact Marilyn Merkison at ad0874@wayne.edu.

If you will require an accommodation under the Americans with Disabilities Act, please notify us in advance when you register for one of our training programs by sending an e-mail to htrain@wayne.edu