



## July 2008

### "At a Glance" Organization & Employee Development Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 <b>10:00am-11:30am</b> Procurement Card Training for Coordinators (3700 A/AB) <b>11:30am-12:30pm</b> Weight Watchers at Work (2216 Scott Hall) ***	3 <b>11:00am-12:00pm</b> Weight Watchers at Work (10 Education Building)***	4 <b>4th of July</b> 	5
6	7 <b>9:00am-12:00pm</b> Element I-Faculty and Staff Orientation (2A Welcome Ctr.)(Pre-Registration Required)* <b>12:00pm-1:00pm</b> Helping Hands (4th Fl. Conf. Rm., COE)**	8 <b>9:30am-11:30am</b> Web Time Entry Approver Training (Training Lab #2) <b>12:00pm-1:30pm</b> Library Drop-In Workshop: Endnote I: Citation Management Basics (Lab B, UGL) <b>2:00pm-3:30pm</b> Procurement Card Training for Coordinators (3700 A/AB)	9 <b>9:00am-12:00pm</b> Banner Navigation (Training Lab #2) <b>11:30am-12:30pm</b> Weight Watchers at Work (2216 Scott Hall) *** <b>12:00pm-1:30pm</b> Library Drop-In Workshop: Endnote Web (Lab B, UGL)	10 <b>9:00am-11:30am</b> WSU Report Navigation (Training Lab # 2) <b>11:00a-12:00n</b> Weight Watchers at Work (10 Education Building)*** <b>12:00pm-1:00pm</b> Library Drop-In Workshop: Blackboard Basics (Lab B, UGL)	11 <b>11:00am-2:00pm</b> Weight Watchers at Work (3700 A/AB)***	12
13	14 <b>9:00am-12:00pm</b> Element I-Faculty and Staff Orientation (2A Welcome Ctr.)(Pre-Registration Required)* <b>12:00n-1:00p</b> Helping Hands (4th Fl. Conf. Rm., COE)**	15 <b>9:00am-12:00pm</b> RAPP Training Part I (Training Lab #2) <b>12:00pm-1:30pm</b> Library Drop-In Workshop: Blackboard e-Portfolio Basics (Lab B, UGL)	16 <b>11:30am-12:30pm</b> Weight Watchers at Work (2216 Scott Hall) *** <b>5:00pm-6:30pm</b> Library Drop-In Workshop: Microsoft PowerPoint II: Smart Art (Lab B, UGL)	17 <b>9:00am-12:00pm</b> RAPP Training Part II (Training Lab # 2) <b>11:00am - 12:00pm</b> Weight Watchers at Work (10 Education Building)*** <b>2:00pm-3:30pm</b> Procurement Card Training for Coordinators (3700 A/AB) <b>5:00pm-6:30pm</b> Library Drop-In Workshop: MS Access I: Creating Databases (Lab B, UGL)	18 <b>11:00am-2:00pm</b> Weight Watchers at Work (3700 A/AB) ***	19

20	21	22	23	24	25	26
	<b>9:00am-12:00pm</b> Element I-Faculty and Staff Orientation (2A Welcome Ctr.)( <i>Pre-Registration Required</i> )* <b>10:00am-11:30am</b> Procurement Card Training for Coordinators (3700 A/AB) <b>12:00pm-1:00pm</b> Helping Hands (4 <sup>th</sup> Fl. Conf. Rm., COE)**	<b>12:00pm-1:00pm</b> Library Drop-In Workshop: PowerPoint I: Presentation Basics (Lab B, UGL) <b>5:00pm-6:00pm</b> Microsoft Word I: Word Processing Basics (Lab B, UGL)	<b>11:30am- 12:30pm</b> Weight Watchers at Work (2216 Scott Hall) ***	<b>11:00am-12:00pm</b> Weight Watchers at Work (10 Education Building)***	<b>11:00am-2:00pm</b> Weight Watchers at Work(3700 A/AB)***	
27	28	29	30	31		
			<b>2:00pm-3:30pm</b> Procurement Card Training for Cardholders (3700 A/AB)	<b>2:00pm-3:30pm</b> Procurement Card Training for Coordinators (3700 A/AB)		

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, contact Anita Rodgers at [ab3149@wayne.edu](mailto:ab3149@wayne.edu). \*\*For information on Helping Hands, contact Sandra Sumner at [ac6642@wayne.edu](mailto:ac6642@wayne.edu). \*\*\*For information on Weight Watchers at Work, contact Marilyn Merkison at [ad0874@wayne.edu](mailto: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](mailto:htrain@wayne.edu)