


## June 2008

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1</p> 	<p>2</p> <p><b>1:00p-4:00p</b> Recognizing &amp; Preventing Sexual Harassment (3700 A/AB) (ACCESS Employees ONLY)</p>	<p>3</p> <p><b>2:00p-4:00p</b> Sexual Harassment Prevention &amp; Awareness (3700 A/AB) (ACCESS Employees ONLY) <b>5:00p-6:30p</b> Library Drop-In Workshop: Excel I: Spreadsheet Basics (2<sup>nd</sup> floor UGL)</p>	<p>4</p> <p><b>9:00a-11:00a</b> Sexual Harassment Prevention &amp; Awareness (3700 A/AB) (ACCESS Employees ONLY) <b>11:30am – 12:30pm</b> Weight Watchers at Work (2216 Scott Hall) *** <b>1:00p-4:00p</b> Banner Navigation (Training Lab #2)</p>	<p>5</p> <p><b>10:00a-11:00a</b> OHS: New Functionality (3700 A/AB) <b>11:00am – 12:00n</b> Weight Watchers at Work (10 Education Building)*** <b>12:00p-1:00p</b> Library Drop-In Workshop: Microsoft PowerPoint I: Presentation Basics (2<sup>nd</sup> floor UGL) <b>1:00p-3:30p</b> WSU Report Navigation (Training Lab #2)</p>	<p>6</p> <p><b>11:00a-2:00p</b> Weight Watchers at Work (3700 A/AB)***</p>	<p>7</p>
<p>8</p>	<p>9</p> <p><b>9:00am-12:00n</b> Element I-Faculty and Staff Orientation (2A Welcome Ctr.)(Pre-Registration Required)* <b>12:00n-1:00pm</b> Helping Hands (4th Fl. Conf. Rm., COE)** <b>12:00n-1:30p</b> Library Drop-In Workshop: EndNote I: Citation Management Basics (2<sup>nd</sup> floor UGL)</p>	<p>10</p> <p><b>12:00n-1:30p</b> Library Drop-In Workshop: EndNote Web (2<sup>nd</sup> floor UGL) <b>1:00p-4:00p</b> RAPP Training Part I (1700 A/AB) <b>2:00p-4:00p</b> OHS: Overview of the Job Requisition (1700 A/AB) <b>1:00p-4:30p</b> Violence in the Workplace Prevention &amp; Awareness for Supervisors (3700 A/AB) (ACCESS Employees ONLY)</p>	<p>11</p> <p><b>11:30am – 12:30pm</b> Weight Watchers at Work (2216 Scott Hall) *** <b>12:00n-1:30p</b> EndNote II (with Word) (2<sup>nd</sup> floor UGL)</p>	<p>12</p> <p><b>11:00am – 12:00pm</b> Weight Watchers at Work (10 Education Building)*** <b>1:00p-4:00p</b> RAPP Training Part II (Training Lab # 2) <b>1:00p-4:00p</b> Violence in the Workplace Prevention &amp; Awareness for Employees (3700 A/AB) (ACCESS Employees ONLY)</p>	<p>13</p> <p><b>11:00a-2:00p</b> Weight Watchers at Work (3700 A/AB)***</p>	<p>14</p>
<p>15</p> 	<p>16</p> <p><b>9:00am-12:00n</b> Element I-Faculty and Staff Orientation (2A Welcome Ctr.)(Pre-Registration Required)* <b>12:00n-1:00pm</b> Helping Hands (4th Fl. Conf. Rm., COE)** <b>12:00n-1:00p</b> Blackboard Basics (2<sup>nd</sup> floor UGL)</p>	<p>17</p> <p><b>10:00a-12:00n</b> Conflict Management (WSU Resident Assistants ONLY) <b>12:00n-1:30p</b> Library Drop-In Workshop: Microsoft PowerPoint II: Smart Art (2<sup>nd</sup> floor UGL) <b>2:00p-4:00p</b> OHS: Managing Applications (1700 A/AB) <b>5:00p-6:30p</b> Library Drop-In Workshop: Microsoft Excel II: Advanced Features (2<sup>nd</sup> floor UGL)</p>	<p>18</p> <p><b>11:30am – 12:30pm</b> Weight Watchers at Work (2216 Scott Hall) ***</p>	<p>19</p> <p><b>11:00am – 12:00pm</b> Weight Watchers at Work (10 Education Building)*** <b>1:00p-4:00p</b> Violence in the Workplace Prevention &amp; Awareness for Employees (3700 A/AB) (ACCESS Employees ONLY)</p>	<p>20</p> <p><b>11:00a-2:00p</b> Weight Watchers at Work (3700 A/AB) ***</p>  <p><b>SUMMER BEGINS</b></p>	<p>21</p>

22	23	24	25	26	27	28
	<b>8:30a-2:30p</b> Element III- University Orientation (3700 A/AB) <b>9:00am-12:00n</b> Element I-Faculty and Staff Orientation (2A Welcome Ctr.)( <i>Pre-Registration Required</i> )* <b>12:00n-1:00pm</b> Helping Hands (4th Fl. Conf. Rm., COE)** <b>5:00p-6:30p</b> Library Drop-In Workshop: MS Access I: Creating Databases (2 <sup>nd</sup> floor UGL)	<b>2:00p-4:00p</b> OHS: Requisition (Posting) Workflow (1700 A/AB)	<b>11:30am – 12:30pm</b> Weight Watchers at Work (2216 Scott Hall) ***	<b>10:00a-11:30a</b> Procurement Card Training (1358 Scott Hall) <b>11:00am – 12:00pm</b> Weight Watchers at Work (10 Education Building)***	<b>11:00a-2:00p</b> Weight Watchers at Work(3700 A/AB)***	
29	30					

To register for a training program you need to log into WSU Pipeline ([pipeline.wayne.edu](http://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 Merilyn 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)