



## March 2008

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

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1  11:00a-1:00p Weight Watchers Meeting (3700 A/AB)	
2	3 9:00am-12:00n Element I-Faculty and Staff Orientation (2A Welcome Ctr.)(Pre-Registration Required)* 12:00n-1:00pm Helping Hands (4th Fl. Conf. Rm., COE)**	4 9:00a-5:00p Core Supervisor Development Program Day 4 Talent Management (3700 A/AB) 5:00p-6:30p Microsoft Excel I: Spreadsheet Basics (UGL 2 <sup>nd</sup> floor)	5 9:00a-12:00n Banner Navigation (Training Lab #2)	6 9:00a-12:00n WSU Report Navigation (Training Lab #2) 12:00p-1:00p Microsoft PowerPoint I: Presentation Basics (UGL 2 <sup>nd</sup> floor)	7	8
9	10 9:00am-12:00n Element I-Faculty and Staff Orientation (2A Welcome Ctr.)(Pre-Registration Required)* 12:00n-1:00pm Helping Hands (4th Fl. Conf. Rm., COE)**	11 9:00a-12:00n RAPP Training Part I (Training Lab # 2)	12 9:00a-5:00p Core Supervisor Development Program Day 5 Moving Forward (3700 A/AB)	13 9:00a-12:00n RAPP Training Part II	14 11:00a-2:00p Weight Watchers Meeting (3700 A/AB)	15

16	17	18	19	20	21	22
	<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>12:00p-1:00p</b> Microsoft Word I: Processing Basics (UGL 2 <sup>nd</sup> floor) <b>5:00p-6:00p</b> Blackboard Basics (UGL 2 <sup>nd</sup> floor)	<b>5:00p-6:00p</b> PowerPoint II: Smart Art (UGL 2 <sup>nd</sup> floor)			
23	24	25	26	27	28	29
	<b>8:30a-2:30p</b> 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>2:00p-3:30p</b> Procurement Card Training (1358 Scott Hall) <b>5:00p-6:00p</b> Excel II: Advanced Features (UGL 2 <sup>nd</sup> floor)	<b>5:00p-6:00p</b> Microsoft PowerPoint III: Movies & Sound (UGL 2 <sup>nd</sup> floor)		<b>11:00a-2:00p</b> Weight Watchers Meeting (3700 A/AB)	
30	31					
	<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)**					

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 Marcia Lovett at [at6643@wayne.edu](mailto:at6643@wayne.edu) or 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)