



## May 2008

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

| Sunday | Monday   | Tuesday  | Wednesday   | Thursday   | Friday   | Saturday                 |
|--------|--|--|---|--|--|--------------------------|
|        |   |  |   | 1  | 2  | 3                        |
|        |  |  |   | <b>1:00p-5:00p</b><br>Violence in the Workplace Awareness Training for Supervisors (3700 A/AB)   | <b>1:00p-4:00p</b><br>Violence in the Workplace Awareness Training for Employees (3700A/AB)  | WSU COMENCEMENT CEREMONY |
| 4      | 5  | 6  | 7   | 8  | 9  | 10                       |
|        | <b>9:00am-12:00n</b><br>Element I-Faculty and Staff Orientation (2A Welcome Ctr.)( <i>Pre-Registration Required</i> )*<br><b>12:00n-1:00pm</b><br>Helping Hands (4th Fl. Conf. Rm., COE)** |  | <b>9:00a-12:00p</b><br>Banner Navigation (Training Lab # 2)<br><b>11:30am – 12:30pm</b><br>Weight Watchers at Work (2216 Scott Hall)*** | <b>9:00a-11:20a</b><br>WSU Report Navigation (Training Lab # 2)<br><b>9:30a-11:30a</b><br>Building Coordinators' Forum [Awards Ceremony] (Alumni Lounge)<br><b>11:00am – 12:00pm</b><br>Weight Watchers at Work (10 Education Building)*** | <b>11:30am- 12:30pm</b><br><b>12:30pm – 1:30pm</b><br>Weight Watchers at Work (3700 A/AB)***<br><b>12:30pm – 1:30pm</b><br>Weight Watchers at Work (Maccabees Building 5057 Woodward)*** |                          |
| 11     | 12   | 13   | 14  | 15   | 16   | 17                       |
|        | <b>9:00am-12:00n</b><br>Element I-Faculty and Staff Orientation (2A Welcome Ctr.)( <i>Pre-Registration Required</i> )*<br><b>12:00n-1:00pm</b><br>Helping Hands (4th Fl. Conf. Rm., COE)** | <b>9:00a-12:00p</b><br>RAPP Training Part I (Training Lab # 2) | <b>11:30am – 12:30pm</b><br>Weight Watchers at Work (2216 Scott Hall) ***   | <b>10:00a-12:00</b><br>RAPP Training Part II (Training Lab # 2)<br><b>11:00am – 12:00pm</b><br>Weight Watchers at Work (10 Education Building)***  | <b>11:30am- 12:30pm</b><br><b>12:30pm – 1:30pm</b><br>Weight Watchers at Work (3700 A/AB)<br><b>12:30pm – 1:30pm</b><br>Weight Watchers at Work (Maccabees Building 5057 Woodward) ***   |                          |

|    |  |    |   |   |  |    |
|----|--|----|---|---|--|----|
| 18 | 19   | 20 | 21  | 22  | 23   | 24 |
|    | <b>9:00am-12:00n</b><br>Element I-Faculty and Staff Orientation (2A Welcome Ctr.)( <i>Pre-Registration Required</i> )*<br><b>12:00n-1:00pm</b><br>Helping Hands (4th Fl. Conf. Rm., COE)** |    | <b>11:30am – 12:30pm</b><br>Weight Watchers at Work (2216 Scott Hall) *** | <b>11:00am – 12:00pm</b><br>Weight Watchers at Work (10 Education Building) ***   | <b>11:30am- 12:30pm</b><br><b>12:30pm – 1:30pm</b><br>Weight Watchers at Work (3700 A/AB) ***<br><b>12:30pm – 1:30pm</b><br>Weight Watchers at Work (Maccabees Building 5057 Woodward) *** |    |
| 25 | 26   | 27 | 28  | 29  | 30   | 31 |
|    |   |    | <b>11:30am – 12:30pm</b><br>Weight Watchers at Work (2216 Scott Hall) *** | <b>2:00-3:30p</b><br>Procurement Card Training (3700 A/AB)<br><b>11:00am – 12:00pm</b><br>Weight Watchers at Work (10 Education Building) *** | <b>11:30am- 12:30pm</b><br><b>12:30pm – 1:30pm</b><br>Weight Watchers at Work (3700 A/AB)<br><b>12:30pm – 1:30pm</b><br>Weight Watchers at Work (Maccabees Building 5057 Woodward) ***     |    |

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 [hrtrain@wayne.edu](mailto:hrtrain@wayne.edu)