

FALL 2017 PDA

| AUDIENCE | SEPTEMBER | Hrs | Trainer | Dates | Time | Campus | Rm. |
|----------|---|-----|---------|-------|-------------|---------|--------|
| All | Mastering MS Excel Series: Beginner Excel (2 hours) | 2 | HILDA | 9/25 | 1:00–3:00 | SKYLINE | 8-119 |
| All | Mastering MS Excel Series: Intermediate Excel (3 hours) | 3 | HILDA | 9/26 | 9:00–12:00 | CSM | 14-103 |
| Managers | Knowing Your Leadership Style | 2.5 | BETH | 9/28 | 9:00–11:30 | SKYLINE | 6-202 |
| All | Mastering PowerPoint Presentations: Beginner (2 hours) | 2 | HILDA | 9/28 | 1:00–3:00 | SKYLINE | 8-121 |
| AUDIENCE | OCTOBER | Hrs | Trainer | Dates | Time | Campus | |
| Managers | Participatory Management | 2.5 | RAE ANN | 10/3 | 9:30–12:00 | Cañada | 3-142 |
| Staff | Building Collaborative Relationships in a Diverse Workforce | 2 | RAE ANN | 10/3 | 1:00–3:00 | CSM | 14-218 |
| All | Mastering MS Excel: Intermediate (3 hours) | 3 | HILDA | 10/5 | 1:00–4:00 | CSM | 14-103 |
| Managers | Leading Effective and Productive Meetings | 2.5 | JACKIE | 10/10 | 9:30–12:00 | SKYLINE | 4-301 |
| Managers | Knowing Your Leadership Style | 2.5 | JACKIE | 10/10 | 1:00–3:30 | SKYLINE | 4-301 |
| All | Mastering MS Word Series: Intermediate (3 hours) | 3 | HILDA | 10/12 | 9:00–12:00 | Cañada | 16-110 |
| Staff | Emotional Intelligence for the Workplace | 2 | BETH | 10/17 | 10:00–12:00 | SKYLINE | 6-202 |
| All | Mastering PowerPoint: Intermediate/Advanced (3 hours) | 3 | HILDA | 10/17 | 1:00–4:00 | SKYLINE | 8-121 |
| Staff | How to Write Effective Emails | 2 | RAE ANN | 10/18 | 10:00–12:00 | Cañada | 16-110 |
| Staff | Customer Service Mindset and Strategies | 2 | RAE ANN | 10/18 | 1:00–3:00 | CSM | 16-204 |
| All | Mastering MS Excel: Advanced (3 hours) | 3 | HILDA | 10/19 | 9:00–12:00 | Cañada | 16-110 |
| Staff | Giving and Receiving Feedback | 2 | BETH | 10/24 | 10:00–12:00 | SKYLINE | 4-301 |
| Managers | Managing Conflict on Your Team | 2.5 | BETH | 10/25 | 9:00–11:30 | CSM | 14-218 |
| Managers | Strategic Planning | 2.5 | RAE ANN | 10/26 | 9:30–12:00 | Cañada | 3-142 |
| Managers | Empowering and Delegating | 2.5 | RAE ANN | 10/26 | 1:00–3:30 | CSM | 14-218 |
| Managers | Intercultural Communication for Managers | 2.5 | BETH | 10/31 | 9:00–11:30 | Cañada | 13-213 |
| AUDIENCE | NOVEMBER | Hrs | Trainer | Dates | Time | Campus | |
| Managers | Strategic Planning | 2.5 | RAE ANN | 11/1 | 9:30–12:00 | CSM | 14-218 |
| Managers | Managing Conflict on Your Team | 2.5 | RAE ANN | 11/1 | 1:00–3:30 | CSM | 16-204 |
| All | Mastering MS Word: Intermediate (3 hours) | 3 | HILDA | 11/2 | 1:00–4:00 | SKYLINE | 8-121 |
| All | Mastering MS Word: Advanced (3 hours) | 3 | HILDA | 11/7 | 9:00–12:00 | Cañada | 3-213 |
| Staff | Emotional Intelligence for the Workplace | 2 | BETH | 11/8 | 10:00–12:00 | Cañada | 3-142 |
| All | Mastering PowerPoint: Intermediate/Advanced (3 hours) | 3 | HILDA | 11/9 | 1:00–4:00 | SKYLINE | 8-121 |
| Staff | Building Collaborative Relationships in a Diverse Workforce | 2 | JACKIE | 11/15 | 1:00–3:00 | Cañada | TBD |
| Staff | Giving and Receiving Feedback | 2 | BETH | 11/16 | 10:00–12:00 | Cañada | 3-142 |
| Staff | Customer Service Mindset and Strategies | 2 | BETH | 11/28 | 1:00–3:00 | CSM | 14-218 |
| Managers | Empowering and Delegating | 2.5 | BETH | 11/29 | 9:00–11:30 | Cañada | TBD |
| Managers | Intercultural Communication for Managers | 2.5 | BETH | 11/30 | 9:00–11:30 | CSM | 14-218 |

All employees are welcome to attend. Managers are encouraged to identify employees who would benefit from participating in the Academy. All workshops are offered during work hours, thus employees are granted release time to participate.

Sign up for the courses through PDA FALL 2017 Novi-Survey.