Training Calendar

DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
TRAINING & DEVELOPMENT BRANCH
P.O. BOX 884 * HAGATNA, GUAM 96932
Contact: Patrick C. Artero TEL: 671-475-1294 * FAX: 671-477-3671
To Register for Training: EMAIL: patrickcalvoartero@gmail.com

JULY 2015

	Mon	*Tue*	*Wed*	*Thu*	*Fri*	*Sat*
			1	2 Work Planning & Performance Evaluation <u>9am-5pm</u>	3 GovGuam Holiday 4th of July Observance	4
5	6 Stress Management Training	7	8	9	10	11
12	13	14	15	16 Child Support Orientation Workshop 11:30am-12:30pm	17	18
19	20	21 GovGuam Holiday Liberation Day	22	23	24	25
26	27	28	29	30 Procurement Personnel A Clinic will address the impact of PL 26-111 Engaging in contracts with Private Sector GDOL GCIC 9-11am Phyllis Topasna 475-7000	31	

FY'15 Revised 4th QUARTER

Training Calendar

AUGUST 2015

DEPARTMENT OF ADMINISTRATION
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
	Both Conference Rooms Reserved by DOA Benefit Branch: Insurance Negotiation Period Monday—Friday 8am-5pm					
9	10	11	12 Smoking Cessation 9am-12pm 1st of 5 Sessions	13	14	15
16	17 Anger Management 8:30am-12pm	18 Child Support Orientation Workshop 11:30am-12:30pm	19 Stress Management 8am-12pm Smoking Cessation 9am-12pm 2nd of 5 Sessions	20	21	22
23 //// 30	24 //// 31	25	26 Smoking Cessation 9am-12pm 3rd of 5 Sessions	27	28	29

FY'15 Revised 4th QUARTER

Training Calendar SEPTEMBER 2015

DEPARTMENT OF ADMINISTRATION
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Sun	*Mon*	*Tue*	*Wed*	*Thu*	*Fri*	*Sat*
		1	2 Smoking Cessation 9am-12pm 4th of 5 Sessions	3 Disability & Sensitivity Awareness 8am—12pm	4 Sexual Harassment Awareness 8am-12pm	5
6	7 GovGuam Holiday Labor Day Observance	8 Work Planning & Performance Evaluation Procedures 9am—5pm	9 Stress Management 8am-12pm Smoking Cessation 9a-12p / Final Session	10	11	12
				Employee Grievance & Adverse Action Procedures Thursday-Friday 8am– 5pm		
13	14	15 Stress Management 8am-12pm Introduction to SYSTEM of CARE 1pm-5pm	16 Child Support Orientation Workshop 11:30-12:30	17 Time Management 8am-12pm	18	19
20	21	22	23	24	25 Customer Service 8am-5pm	26
	Equal Employment Opportunity Training Monday-Thursday 8am-5pm					
27	28	29	30	October 1	October 2	
	Supervisory Training: HR Issues Monday-Friday, Sept. 28 - Oct.2, 2015 8am-5pm					

FY'15 Revised 4th QUARTER