Training Calendar

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

APRIL 2016

Sun	*Mon*	*Tue*	*Wed*	*Thu*	*Fri*	*Sat*
					1	2
3	4	5	6	7	8	9
10	11	12 SEXUAL HARASSMENT AWARENESS 8am-12pm	13	14 Testing 8am-12pm Executive Room Reserved	15	16
17	18	19 SEXUAL HARASSMENT AWARENESS 8am-12pm	20	21	22	23
24	25	26 SEXUAL HARASSMENT AWARENESS 8am-12pm	27	28 CUSTOMER SERVICE 8am-5pm	29	30

FY'16 REVISED 3rd QUARTER

Training Calendar

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

MAY 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

EQUAL EMPLOYMENT OPPORTUNITY:
TUESDAY— FRIDAY: 8:00 A.M. - 5:00 P.M.

SYSTEM OF CARE 1Pm-5pm

SEXUAL HARASSMENT AWARENESS 8am-12pm

MEMORIAL DAY HOLIDAY

FY'16 REVISED 3rd QUARTER

Training Calendar

DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
TRAINING & DEVELOPMENT BRANCH
P.O. BOX 884 * HAGATNA, GUAM 96932
Contact: Patrick Artero TEL: 671-475-1271 * FAX: 671-477-3671
To Register for Training Email: patrickcalvoartero@gmail.com

JUNE 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 STRESS MANAGEMENT TRAINING 8:30am-12pm	4
5	6	7	8	9	10	11
		SUPERVISORY TRAINING: HUMAN RESOURCES ISSUES TUESDAY— FRIDAY : 8:00 A.M. - 5:00 P.M.				
12	13	14 SYSTEM OF CARE 1pm-5pm	15 CUSTOMER SERVICE 8am-5pm	16	17 TIME MANAGEMENT 8:30am-12pm	18
	TESTING: 8:00 A.M. - 5:00 P.M. Exec. Room & Large Room					
19	20	21 WORK PLANNING & PERFORMANCE EVALUATION (For Supervisors) 9am—5 pm	22	23	24	25
			DOA Accounts, Polices & Procedures 8:00am—5:00pm			
26	27	28 ANGER MANAGEMENT 8:30am-12pm	29	30		
			EMPLOYEE GRIEVANCE & ADVERSE ACTION 8:00am—5:00pm			

FY'16 REVISED 3rd QUARTER