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 please: Email: patrickcalvoartero@gmail.com

OCTOBER 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 / 30	24 / 31	25	26	27	28	29

STRESS MANAGEMENT
8:30am-12pm

SUPERVISORY TRAINING: Human Resources Issues
Wednesday—Friday 8:00 A.M.—5:00 P.M.

Equal Employment Opportunity Training
Monday-Wednesday 8:00 a.m.—4:00 p.m.

WORK PLANNING & PERFORMANCE EVAL.
(Supervisors Only)
8am—5pm

DOA ACCOUNTING POLICIES & PROCEDURES
8:00 a.m..—5:00 p.m.

FY'17

1st 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

NOVEMBER 2016

Sun	*Mon*	*Tue*	*Wed*	*Thu*	*Fri*	*Sat*
		1	2 ALL SOUL'S DAY GovGuam Holiday	3	4	5
6	7	8	9	10	11 VETERANS DAY GovGuam Holiday	12
13	14	15	16 EMPLOYEE GRIEVANCE & ADVERSE ACTION PROCEDURES 8:00 a.m.—5:00 p.m.	17	18	19
20	21	22	23	24 THANKSGIVING DAY GovGuam Holiday	25	26
27	28	29	30			

FY'17

1st 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

DECEMBER 2016

Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3
4	5	6	7 SEXUAL HARASSMENT AWARENESS 8am– 12pm	8 OUR LADY OF CAMARIN DAY GovGuam HOLIDAY	9	10
11	12	13	14	15	16	17
		Equal Employment Opportunity Training Tuesday-Friday 8:00 a.m.—4:00 p.m.				
18	19	20	21	22	23	24
25 MERRY CHRISTMAS	26 GovGuam Holiday Day	27	28 Customer Service 8:30am-5pm	29	30	31

FY'17

1st QUARTER