

# 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  
 Email: RaymondPatrick.Artero@doa.guam.gov

# JANUARY 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 NEW YEAR HOLIDAY	2	3	4	
5	6	7 EMR-GRB 9-11	8	9	10 EMR-GRB 9-11	11
12	13	14 Mental Health Adult First-Aid (In-House) 8am-5pm	15	16	17	18
19	20 Martin Luther King Jr. Day GovGuam HOLIDAY	21	22 SEXUAL Harassment Awareness 8am-12pm	23 WORK PLANNING & PERFORMANCE EVALUATIONS (For Supervisors Only) 8:30am-5pm	24	25
26	27 NEGOTIATING COLLECTIVE BARGAINING TRAINING(In-House) 8am-5pm	28	29	30	31 ASIST TRAINING (In-House) 8AM-5PM	

# FY'20 2nd QUARTER

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# FEBRUARY 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
		<b>CUSTOMER SERVICE</b> 8AM-5PM		<b>DOA ACCOUNTING POLICIES &amp; PROCEDURES - 8AM-5PM</b>		
9	10	11	12	13	14	15
		<b>SEXUAL HARASSMENT</b> 8AM-12PM	<b>CLAS Training ETHICS (PFS) In-House 8:30AM-5PM</b>	<b>CLAS Training ETHICS (PFS) In-House 8:30AM-12PM</b>	<b>STRESS Management 8AM-12PM</b>	
16	17	18	19	20	21	22
	<b>DRUG-FREE WORKPLACE PROGRAM 8AM-5PM</b>	<b>GBHWC SAPST (PFS) In-House 8AM-5PM</b>	<b>GBHWC SAPST (PFS) In-House 8AM-5PM</b>	<b>GBHWC SAPST (PFS) In-House 8AM-5PM</b>	<b>safeTALK In-House Training 8AM-5PM</b>	
23	24	25	26	27	28	29
	<b>NEW EMPLOYEE ORIENTATION 8AM-5PM</b>	<b>ADVERSE ACTION Procedures 8AM-5PM</b>	<b>EQUAL EMPLOYMENT OPPORTUNITY 8AM-5PM</b>			<b>ANGER Management 1PM-5PM</b>

# FY'20 2nd QUARTER

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# MARCH 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Guam History & Chamorro Heritage Day GovGuam Holiday	3	4	5	6	7
<b>AGRICULTURE—Forestry &amp; Soil Resources Division Wildfire Investigation 8am-5pm</b>						
8	9 Arson Prevention Strategy Workshop Senators, Judges & Atty, GFD & GPD Chief 8am-5pm	10 SEXUAL HARASSMENT 8AM-12PM	11	12 CUSTOMER SERVICE 8AM-5PM	13 CONNECT (EDU) In-House 8AM-5PM	14
15	16 NEW EMPLOYEE ORIENTATION 8AM-5PM	17	18 TIME Management 1PM-5PM	19 ASIST TRAINING -Exec/Sml Rm In-House 8:00 AM- 5:00 PM	20	21
22	23 DRUG-FREE WORKPLACE 8AM-5PM	24 EMPLOYEE GRIEVANCE PROCEDURES 8AM-5PM	25	26 GOPI (PFS) In-House 8am-5pm	27 GOPI (PFS) In-House 8am-5pm	28
29	30	31				

# FY'20

# 2nd QUARTER