

# 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: patrickcalvoartero@gmail.com

# JULY 2018

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4 HOLIDAY 4th of JULY	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 LIBERATION DAY HOLIDAY	21
22	23	24 TAKING ADVERSE ACTION PROCEDURES (Supervisors Only) 8am—5pm	25	26	27	28
29	30	31				

# FY'18

# 4th QUARTER

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# AUGUST 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8 <b>SEXUAL HARASSMENT AWARENESS 8am—12pm</b>	9	10	11
12	13	14	15	16	17	18
19	20	21	22 <b>WORK PLANNING &amp; PERFORMANCE EVALUATION 9 AM—5 PM</b>	23	24	25
26	27	28	29	30 <b>CUSTOMER SERVICE 8am—5pm</b>	31	

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# SEPTEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <b>LABOR DAY HOLIDAY</b>	4	5	6	7	8
9	10 <b>STRESS &amp; ANGER MANAGEMENT TRAINING 8 AM-5 PM</b>	11	12	13	14	15
		<b>EQUAL EMPLOYMENT OPPORTUNITY TRAINING 8am-5pm</b>				
16	17	18 <b>HANDLING GRIEVANCE PROCEDURES 8am-5pm</b>	19	20 <b>TIME MANAGEMENT 8am-12pm</b>	21	22
23	24	25	26 <b>SEXUAL HARASSMENT AWARENESS 8am-12pm</b>	27	28 <b>CUSTOMER SERVICE 8am-5pm</b>	29
30						

# FY'18

# 4th QUARTER