

**Schedule-at-a-Glance**

Term (Multiple Items)

View descriptions and details at [training.csuchico.edu](http://training.csuchico.edu)

Series	Title	Date	Start Time	End Time	Location	Enrollment Rule
Academic Support Series	Course & University Curriculum Process Steps	3/9/2017	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
	Peoplesoft Class Scheduling	3/7/2017	2:00 PM	3:30 PM	SSC 410	Open Enrollment via DTS
		8/1/2017	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
	WTU, Time Base and Faculty Salaries Overview	3/29/2017	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
	Astra Schedule for Academics	3/1/2017	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
		4/18/2017	9:30 AM	11:00 AM	SSC 410	Trainer Must Approve
		7/11/2017	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
	Faculty Workload Process	2/14/2017	2:00 PM	3:30 PM	SSC 410	Open Enrollment via DTS
		8/8/2017	10:00 AM	2:00 PM	SSC 410	Open Enrollment via DTS
	Schedule Build Overview	2/2/2017	9:00 AM	10:30 AM	SSC 410	Open Enrollment via DTS
		7/18/2017	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
APSS: CRA + Insight	7/25/2017	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS	
Administrative Support Series	Budget 101	3/20/2017	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
	Campus Marketplace	2/22/2017	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
	Concur Travel	2/22/2017	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
	Life Cycle of a PO	2/9/2017	2:00 PM	3:00 PM	CLSA 100A	Open Enrollment via DTS
	Tracking Department Property: Where's Our Stuff	6/1/2017	10:00 AM	11:30 AM	CLSA 100A	Open Enrollment via DTS
	Budget 201 Lab: Building Your Budget Tools	2/14/2017	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
		2/22/2017	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
		2/16/2017	3:00 PM	4:00 PM	SSC 410	Open Enrollment via DTS
		2/24/2017	3:00 PM	4:00 PM	SSC 410	Open Enrollment via DTS
	Avoiding Bias in Hiring	4/12/2017	10:00 AM	12:00 AM	CLSA 100B	Open Enrollment via DTS
		3/3/2017	2:00 PM	4:00 PM	ARTS 107	Open Enrollment via DTS
	Financial Services Walk-In Lab	2/15/2017	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
		1/25/2017	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
		3/15/2017	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
		4/19/2017	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
		6/21/2017	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
		5/22/2017	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
		5/4/2017	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
		5/31/2017	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
	Budget 201: Year End	4/5/2017	10:00 AM	11:30 AM	CLSA 100B	Open Enrollment via DTS
	Budget 201: Year End Lab	4/13/2017	10:00 AM	11:30 AM	SSC 410	Open Enrollment via DTS
		4/11/2017	2:00 PM	3:30 PM	SSC 410	Open Enrollment via DTS
		4/19/2017	2:00 PM	3:30 PM	SSC 410	Open Enrollment via DTS
4/20/2017		10:00 AM	11:30 AM	SSC 410	Open Enrollment via DTS	
Budget 201: How to Monitor Your Budget		2/8/2017	2:00 PM	3:30 PM	CLSA 100B	Open Enrollment via DTS
Building a Human-Focused Workforce	Confronting Our Biases	3/23/2017	12:00PM	2:00 PM	MLIB 043	Open Enrollment via DTS
	Safe Zone Ally Training	3/27/2017	10:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS
	StrengthsQuest Team Building	4/7/2017	1:00 PM	4:00 PM	Restricted	Restricted
		5/22/2017	2:00 PM	5:00 PM	Restricted	Restricted
		6/20/2017	9:00 AM	12:00 PM	Restricted	Restricted
	Tactical Communication	2/15/2017	1:00 PM	3:30 PM	CLSA 100B	Open Enrollment via DTS
	Student Employment Diversity Training	1/27/2017	2:00 PM	4:00 PM	CLSA 100 A & B	Trainer Must Approve
	Freedom of Speech and Expression on Campus	2/13/2017	2:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
	Progressive Pedagogy: Strategies for Inclusive Excellence	1/20/2017	12:00 PM	2:00 PM	BMU 203	Open Enrollment via DTS
	Navigating Beyond Conflict	2/15/2017	8:30 AM	12:30 PM	CLSA 100A	Open Enrollment via DTS
	Communicating with Impact	3/28/2017	12:30 PM	4:30 PM	CLSA 100B	Open Enrollment via DTS
Dream Ally Training	3/28/2017	9:30 AM	12:00 PM	BMU 203	Open Enrollment via DTS	
Chair & MPP Development	Performance Evaluations for MPP & Chairs	3/8/2017	9:00 AM	11:00 AM	CLSA 100B	Trainer Must Approve

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Series	Title	Date	Start Time	End Time	Location	Enrollment Rule	
Chair & MPP Development	Chairs: Lecturer Evaluations and Range Evaluations	2/17/2017	10:00 AM	11:00 AM	(blank)	No Enrollment Necessary	
	Chairs: Reporting Obligations	4/7/2017	10:00 AM	10:30 AM	(blank)	No Enrollment Necessary	
	Chairs and MPP: Valuing and Evaluating Staff	6/28/2017	9:00 AM	11:00 AM	CLSA 100B	Restricted	
CMS-HR [PeopleSoft: HR]	Faculty & Staff Workforce Admin - Inquire	3/8/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
		5/9/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
		4/11/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
		1/10/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
		2/21/2017	8:30 AM	10:30 AM	KNDL 214	Trainer Must Approve	
		4/7/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
		1/25/2017	1:00 PM	3:00 PM	KNDL 214	Trainer Must Approve	
		2/8/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
		2/24/2017	9:00 AM	11:00 AM	KNDL 214	Trainer Must Approve	
		4/12/2017	10:15 AM	12:15 PM	KNDL 214	Trainer Must Approve	
		9/7/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
		1/11/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
		5/25/2017	10:30 AM	12:30 PM	KNDL 214	Trainer Must Approve	
		4/21/2017	2:00 PM	5:00 PM	KNDL 214	Trainer Must Approve	
		5/19/2017	9:00 AM	11:00 AM	KNDL 214	Trainer Must Approve	
		4/18/2017	3:00 PM	5:00 PM	KNDL 214	Trainer Must Approve	
		2/7/2017	11:00 AM	1:00 PM	KNDL 214	Trainer Must Approve	
		4/6/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
		1/4/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
		1/3/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
	6/7/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve		
	7/6/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve		
	5/10/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve		
	Time & Labor - Student Payroll	3/28/2017	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve	
		2/21/2017	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve	
		2/16/2017	10:00 AM	12:00 PM	KNDL 214	Trainer Must Approve	
		4/25/2017	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve	
		5/24/2017	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve	
		6/27/2017	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve	
		7/26/2017	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve	
		8/29/2017	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve	
	Person of Interest	5/23/2017	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve	
		2/17/2017	2:30 PM	3:30 PM	KNDL 214	Restricted	
		2/13/2017	9:30 AM	11:00 AM	KNDL 214	Restricted	
	ISA Contract Generation	5/26/2017	9:00 AM	10:30 AM	KNDL 214	Restricted	
		2/22/2017	3:30 PM	5:30 PM	KNDL 214	Trainer Must Approve	
		1/17/2017	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve	
		4/17/2017	3:15 PM	4:15 PM	KNDL 214	Trainer Must Approve	
		6/8/2017	1:30 PM	2:30 PM	KNDL 214	Trainer Must Approve	
	University Police Dispatchers - Inquire	6/5/2017	2:00 PM	4:00 PM	KNDL 214	Trainer Must Approve	
		3/21/2017	3:00 PM	5:00 PM	KNDL 214	Trainer Must Approve	
	Growth & Development	Active Shooter	3/28/2017	9:00 AM	11:00 AM	CLSA 100 A	Open Enrollment via DTS
		Articulating Accomplishments and Skills	2/22/2017	1:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
Employee Fee Waiver Information Session		4/4/2017	12:00 PM	1:00 PM	CLSA 100A	Open Enrollment via DTS	
Tips for Better Business Writing and Editing		3/22/2017	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS	
Writing for the Web & Social Media		2/28/2017	8:30 AM	10:00 AM	CLSA 100B	Open Enrollment via DTS	
Accessibility 101		3/21/2017	10:00 AM	11:00 AM	CLSA 100B	CANCELLED (min enrollment)	
Disability Awareness 101		4/27/2017	3:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS	
Effectiveness Institute - Webinars "3 Steps to Thriving in Chaos"		4/4/2017	11:00 PM	12:00 PM	Webcast	Webcast or Online	
	10/6/2017	11:00 PM	12:00 PM	Webcast	Webcast or Online		

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Series	Title	Date	Start Time	End Time	Location	Enrollment Rule
Growth & Development	Effectiveness Institute - Webinars "3 Steps to Thriving in Chaos"	7/13/2017	11:00 PM	12:00 PM	Webcast	Webcast or Online
	Effectiveness Institute - Webinars "6 Essentials for Teams that V	3/14/2017	11:00 PM	12:00 PM	Webcast	Webcast or Online
	Effectiveness Institute - Webinars "Making Difficult Conversation	1/6/2017	11:00 PM	12:00 PM	Webcast	Webcast or Online
		6/1/2017	11:00 PM	12:00 PM	Webcast	Webcast or Online
		2/14/2017	11:00 PM	12:00 PM	Webcast	Webcast or Online
	Effectiveness Institute - Webinars "People, Difficult or Different"	5/5/2017	11:00 PM	12:00 PM	Webcast	Webcast or Online
		8/15/2017	11:00 PM	12:00 PM	Webcast	Webcast or Online
		Diversity Advocacy	3/15/2017	3:00 PM	6:00 PM	BMU 210
	2/3/2017		1:00 PM	4:00 PM	BMU 210	No Enrollment Necessary
	FranklinCovey's 7 Habits Online Seminar	5/17/2017	9:00 AM	10:00 AM	Online	Webcast or Online
Assertive Communications	6/22/2017	9:00 AM	10:00 AM	CLSA 100A	Open Enrollment via DTS	
Manage Political Friction on Campus Webinar	6/28/2017	11:00 AM	12:30 PM	CLSA 100A	Restricted	
Empowering Your Life Through Change	6/28/2017	2:00 PM	3:30 PM	CLSA 100B	Open Enrollment via DTS	
Leading Others	Principles of Supervision Part A	1/10/2017	8:00 AM	5:00 PM	THMA 116	Restricted
		6/7/2017	8:00 AM	4:00 PM	YOLO 218	Contact PDEV
		7/18/2017	8:00 AM	4:00 PM	CLSA 100B	Contact PDEV
	Principles of Supervision Part B	1/11/2017	8:00 AM	5:00 PM	THMA 116	Restricted
		6/8/2017	8:00 AM	4:00 PM	YOLO 218	Contact PDEV
		7/19/2017	8:00 AM	4:00 PM	CLSA 100B	Contact PDEV
	Building and Sustaining Trust	2/28/2017	12:30 PM	4:30 PM	CLSA 100B	Open Enrollment via DTS
	Communicating for Leadership	3/2/2017	12:30 PM	4:30 PM	BMU 203	Contact PDEV
	Conversations to Inspire Performance	3/10/2017	8:30 AM	12:30 PM	CLSA 100B	Contact PDEV
	Leading Ourselves and Others Through Change	6/6/2017	1:00 PM	3:00 PM	PAC 144	Open Enrollment via DTS
		10:00 AM	12:00 PM	PAC 144	Open Enrollment via DTS	
New Employee Experience	New Employee Orientation	2/23/2017	8:30 AM	12:30 PM	ARTS 229	Trainer Must Approve
		1/26/2017	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
		3/23/2017	8:30 AM	12:30 PM	KNDL 207/209	Trainer Must Approve
		5/18/2017	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
		4/25/2017	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
		6/29/2017	8:30 AM	12:30 PM	CLSA 100B	Trainer Must Approve
Skills and Competencies	Excel User Group	4/7/2017	2:00 PM	3:00 PM	YOLO 234	Open Enrollment via DTS
		2/24/2017	2:00 PM	3:00 PM	YOLO 234	Open Enrollment via DTS
		1/27/2017	2:00 PM	3:00 PM	YOLO 234	Open Enrollment via DTS
		5/5/2017	2:00 PM	3:00 PM	YOLO 234	Open Enrollment via DTS
		4/21/2017	2:00 PM	3:00 PM	YOLO 234	Open Enrollment via DTS
		3/10/2017	2:00 PM	3:00 PM	YOLO 234	Open Enrollment via DTS
		2/10/2017	2:00 PM	3:00 PM	YOLO 234	Open Enrollment via DTS
		3/24/2017	2:00 PM	3:00 PM	YOLO 234	Open Enrollment via DTS
		5/19/2017	2:00 PM	3:00 PM	YOLO 234	Open Enrollment via DTS
		6/2/2017	2:00 PM	3:00 PM	YOLO 234	Open Enrollment via DTS
	Bay to Box Files Move: Information Sessions	3/8/2017	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
		1/12/2017	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
		2/9/2017	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
		4/4/2017	2:00 PM	3:00 PM	SSC 150	CANCELLED (min enrollment)
		5/3/2017	3:00 PM	4:00 PM	SSC 150	Open Enrollment via DTS
	Identity Finder Training	7/10/2017	11:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS
	Bay to Box Migration: Getting over the Mountain Alive	6/27/2017	3:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
		4/12/2017	3:00 PM	4:00 PM	KNDL 207/209	Open Enrollment via DTS
	Cascade Server Training	7/26/2017	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
		5/11/2017	3:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
4/13/2017		2:00 PM	5:00 PM	SSC 410	Open Enrollment via DTS	
Defensive Driver Training	4/19/2017	2:00 PM	5:00 PM	SSC 410	Open Enrollment via DTS	
	4/19/2017	2:00 PM	4:00 PM	MLIB 043	Open Enrollment via DTS	

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Series	Title	Date	Start Time	End Time	Location	Enrollment Rule
Skills and Competencies	Defensive Driver Training	5/17/2017	10:00 AM	12:00 PM	MLIB 043	Open Enrollment via DTS
		4/27/2017	2:00 PM	4:00 PM	MLIB 043	Open Enrollment via DTS
		5/2/2017	10:00 AM	12:00 PM	MLIB 043	Open Enrollment via DTS
		5/10/2017	10:00 AM	12:00 PM	MLIB 043	Open Enrollment via DTS
		5/23/2017	10:00 AM	12:00 PM	MLIB 043	Open Enrollment via DTS
	Title IX for Everyone	4/27/2017	10:30 AM	12:00 PM	CLSA 100B	CANCELLED (min enrollment)
	Green Dot Violence Prevention Training	3/14/2017	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
		2/23/2017	1:30 PM	3:00 PM	CLSA 100A	CANCELLED (min enrollment)
		2/21/2017	1:30 PM	3:00 PM	CLSA 100A	Open Enrollment via DTS
		4/18/2017	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
		5/18/2017	2:00 PM	3:30 PM	CLSA 100B	Open Enrollment via DTS

**Calendar of Events**

Term (Multiple Items)

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Date	Title	Series	Start Time	End Time	Location	Enrollment Rule
1/3/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
1/4/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
1/6/2017	Effectiveness Institute - Webinars "Making Difficult Conversations Easy"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
1/10/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
1/11/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
1/17/2017	ISA Contract Generation	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
1/20/2017	Progressive Pedagogy: Strategies for Inclusive Excellence	Building a Human-Focused Workforce	12:00 PM	2:00 PM	BMU 203	Open Enrollment via DTS
1/25/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:00 PM	3:00 PM	KNDL 214	Trainer Must Approve
1/25/2017	Financial Services Walk-In Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
1/27/2017	Student Employment Diversity Training	Building a Human-Focused Workforce	2:00 PM	4:00 PM	CLSA 100 A & B	Trainer Must Approve
2/2/2017	Schedule Build Overview	Academic Support Series	9:00 AM	10:30 AM	SSC 410	Open Enrollment via DTS
2/3/2017	Diversity Advocacy	Growth & Development	1:00 PM	4:00 PM	BMU 210	No Enrollment Necessary
2/7/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	11:00 AM	1:00 PM	KNDL 214	Trainer Must Approve
2/8/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
2/8/2017	Budget 201: How to Monitor Your Budget	Administrative Support Series	2:00 PM	3:30 PM	CLSA 100B	Open Enrollment via DTS
2/9/2017	Life Cycle of a PO	Administrative Support Series	2:00 PM	3:00 PM	CLSA 100A	Open Enrollment via DTS
2/13/2017	Person of Interest	CMS-HR [PeopleSoft: HR]	9:30 AM	11:00 AM	KNDL 214	Restricted
2/13/2017	Freedom of Speech and Expression on Campus	Building a Human-Focused Workforce	2:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
2/14/2017	Faculty Workload Process	Academic Support Series	2:00 PM	3:30 PM	SSC 410	Open Enrollment via DTS
2/14/2017	Budget 201 Lab: Building Your Budget Tools	Administrative Support Series	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
2/14/2017	Effectiveness Institute - Webinars "People, Difficult or Different"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
2/15/2017	Tactical Communication	Building a Human-Focused Workforce	1:00 PM	3:30 PM	CLSA 100B	Open Enrollment via DTS
2/15/2017	Financial Services Walk-In Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
2/15/2017	Navigating Beyond Conflict	Building a Human-Focused Workforce	8:30 AM	12:30 PM	CLSA 100A	Open Enrollment via DTS
2/16/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	10:00 AM	12:00 PM	KNDL 214	Trainer Must Approve
2/16/2017	Budget 201 Lab: Building Your Budget Tools	Administrative Support Series	3:00 PM	4:00 PM	SSC 410	Open Enrollment via DTS
2/17/2017	Person of Interest	CMS-HR [PeopleSoft: HR]	2:30 PM	3:30 PM	KNDL 214	Restricted
2/17/2017	Chairs: Lecturer Evaluations and Range Evaluations	Chair & MPP Development	10:00 AM	11:00 AM	(blank)	No Enrollment Necessary
2/21/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	8:30 AM	10:30 AM	KNDL 214	Trainer Must Approve
2/21/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve
2/22/2017	Articulating Accomplishments and Skills	Growth & Development	1:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
2/22/2017	Campus Marketplace	Administrative Support Series	10:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
2/22/2017	Concur Travel	Administrative Support Series	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
2/22/2017	ISA Contract Generation	CMS-HR [PeopleSoft: HR]	3:30 PM	5:30 PM	KNDL 214	Trainer Must Approve
2/22/2017	Budget 201 Lab: Building Your Budget Tools	Administrative Support Series	11:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
2/24/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	9:00 AM	11:00 AM	KNDL 214	Trainer Must Approve
2/24/2017	Budget 201 Lab: Building Your Budget Tools	Administrative Support Series	3:00 PM	4:00 PM	SSC 410	Open Enrollment via DTS
3/1/2017	Astra Schedule for Academics	Academic Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
3/3/2017	Avoiding Bias in Hiring	Administrative Support Series	2:00 PM	4:00 PM	ARTS 107	Open Enrollment via DTS
3/7/2017	Peoplesoft Class Scheduling	Academic Support Series	2:00 PM	3:30 PM	SSC 410	Open Enrollment via DTS
3/8/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
3/8/2017	Performance Evaluations for MPP & Chairs	Chair & MPP Development	9:00 AM	11:00 AM	CLSA 100B	Trainer Must Approve
3/9/2017	Course & University Curriculum Process Steps	Academic Support Series	9:00 AM	11:00 AM	CLSA 100B	Open Enrollment via DTS
3/14/2017	Effectiveness Institute - Webinars "6 Essentials for Teams that Work"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
3/15/2017	Financial Services Walk-In Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
3/15/2017	Diversity Advocacy	Growth & Development	3:00 PM	6:00 PM	BMU 210	Open Enrollment via DTS
3/20/2017	Budget 101	Administrative Support Series	2:00 PM	3:00 PM	CLSA 100B	Open Enrollment via DTS
3/21/2017	Accessibility 101	Growth & Development	10:00 AM	11:00 AM	CLSA 100B	CANCELLED (min enrollment)
3/21/2017	University Police Dispatchers - Inquire	CMS-HR [PeopleSoft: HR]	3:00 PM	5:00 PM	KNDL 214	Trainer Must Approve
3/23/2017	Confronting Our Biases	Building a Human-Focused Workforce	12:00PM	2:00 PM	MLIB 043	Open Enrollment via DTS
3/27/2017	Safe Zone Ally Training	Building a Human-Focused Workforce	10:00 AM	12:00 PM	CLSA 100B	Open Enrollment via DTS

**Calendar of Events**

Date	Title	Series	Start Time	End Time	Location	Enrollment Rule
3/28/2017	Active Shooter	Growth & Development	9:00 AM	11:00 AM	CLSA 100 A	Open Enrollment via DTS
3/28/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve
3/28/2017	Communicating with Impact	Building a Human-Focused Workforce	12:30 PM	4:30 PM	CLSA 100B	Open Enrollment via DTS
3/28/2017	Dream Ally Training	Building a Human-Focused Workforce	9:30 AM	12:00 PM	BMU 203	Open Enrollment via DTS
3/29/2017	WTU, Time Base and Faculty Salaries Overview	Academic Support Series	9:00 AM	10:30 AM	CLSA 100B	Open Enrollment via DTS
4/4/2017	Employee Fee Waiver Information Session	Growth & Development	12:00 PM	1:00 PM	CLSA 100A	Open Enrollment via DTS
4/4/2017	Effectiveness Institute - Webinars "3 Steps to Thriving in Chaos"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
4/5/2017	Budget 201: Year End	Administrative Support Series	10:00 AM	11:30 AM	CLSA 100B	Open Enrollment via DTS
4/6/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
4/7/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
4/7/2017	StrengthsQuest Team Building	Building a Human-Focused Workforce	1:00 PM	4:00 PM	Restricted	Restricted
4/7/2017	Chairs: Reporting Obligations	Chair & MPP Development	10:00 AM	10:30 AM	(blank)	No Enrollment Necessary
4/11/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
4/11/2017	Budget 201: Year End Lab	Administrative Support Series	2:00 PM	3:30 PM	SSC 410	Open Enrollment via DTS
4/12/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	10:15 AM	12:15 PM	KNDL 214	Trainer Must Approve
4/12/2017	Avoiding Bias in Hiring	Administrative Support Series	10:00 AM	12:00 AM	CLSA 100B	Open Enrollment via DTS
4/13/2017	Budget 201: Year End Lab	Administrative Support Series	10:00 AM	11:30 AM	SSC 410	Open Enrollment via DTS
4/17/2017	ISA Contract Generation	CMS-HR [PeopleSoft: HR]	3:15 PM	4:15 PM	KNDL 214	Trainer Must Approve
4/18/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	3:00 PM	5:00 PM	KNDL 214	Trainer Must Approve
4/18/2017	Astra Schedule for Academics	Academic Support Series	9:30 AM	11:00 AM	SSC 410	Trainer Must Approve
4/19/2017	Financial Services Walk-In Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
4/19/2017	Budget 201: Year End Lab	Administrative Support Series	2:00 PM	3:30 PM	SSC 410	Open Enrollment via DTS
4/20/2017	Budget 201: Year End Lab	Administrative Support Series	10:00 AM	11:30 AM	SSC 410	Open Enrollment via DTS
4/21/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	2:00 PM	5:00 PM	KNDL 214	Trainer Must Approve
4/25/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve
4/27/2017	Disability Awareness 101	Growth & Development	3:00 PM	4:00 PM	CLSA 100B	Open Enrollment via DTS
5/4/2017	Financial Services Walk-In Lab	Administrative Support Series	9:00 AM	10:00 AM	SSC 410	Open Enrollment via DTS
5/5/2017	Effectiveness Institute - Webinars "People, Difficult or Different"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
5/9/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
5/10/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
5/17/2017	FranklinCovey's 7 Habits Online Seminar	Growth & Development	9:00 AM	10:00 AM	Online	Webcast or Online
5/19/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	9:00 AM	11:00 AM	KNDL 214	Trainer Must Approve
5/22/2017	StrengthsQuest Team Building	Building a Human-Focused Workforce	2:00 PM	5:00 PM	Restricted	Restricted
5/22/2017	Financial Services Walk-In Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
5/23/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve
5/24/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve
5/25/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	10:30 AM	12:30 PM	KNDL 214	Trainer Must Approve
5/26/2017	Person of Inerest	CMS-HR [PeopleSoft: HR]	9:00 AM	10:30 AM	KNDL 214	Restricted
5/31/2017	Financial Services Walk-In Lab	Administrative Support Series	2:00 PM	3:00 PM	SSC 410	Open Enrollment via DTS
6/1/2017	Tracking Department Property: Where's Our Stuff	Administrative Support Series	10:00 AM	11:30 AM	CLSA 100A	Open Enrollment via DTS
6/1/2017	Effectiveness Institute - Webinars "Making Difficult Conversations Easy"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
6/5/2017	ISA Contract Generation	CMS-HR [PeopleSoft: HR]	2:00 PM	4:00 PM	KNDL 214	Trainer Must Approve
6/7/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
6/8/2017	ISA Contract Generation	CMS-HR [PeopleSoft: HR]	1:30 PM	2:30 PM	KNDL 214	Trainer Must Approve
6/20/2017	StrengthsQuest Team Building	Building a Human-Focused Workforce	9:00 AM	12:00 PM	Restricted	Restricted
6/21/2017	Financial Services Walk-In Lab	Administrative Support Series	10:00 AM	11:00 AM	SSC 410	Open Enrollment via DTS
6/27/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve
6/28/2017	Chairs and MPP: Valuing and Evaluating Staff	Chair & MPP Development	9:00 AM	11:00 AM	CLSA 100B	Restricted
7/6/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
7/11/2017	Astra Schedule for Academics	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/13/2017	Effectiveness Institute - Webinars "3 Steps to Thriving in Chaos"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
7/18/2017	Schedule Build Overview	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/25/2017	APSS: CRA + Insight	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
7/26/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve

**Calendar of Events**

Date	Title	Series	Start Time	End Time	Location	Enrollment Rule
8/1/2017	Peoplesoft Class Scheduling	Academic Support Series	10:00 AM	12:00 PM	SSC 410	Open Enrollment via DTS
8/8/2017	Faculty Workload Process	Academic Support Series	10:00 AM	2:00 PM	SSC 410	Open Enrollment via DTS
8/15/2017	Effectiveness Institute - Webinars "People, Difficult or Different"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online
8/29/2017	Time & Labor - Student Payroll	CMS-HR [PeopleSoft: HR]	1:30 PM	4:30 PM	KNDL 214	Trainer Must Approve
9/7/2017	Faculty & Staff Workforce Admin - Inquire	CMS-HR [PeopleSoft: HR]	1:30 PM	3:30 PM	KNDL 214	Trainer Must Approve
10/6/2017	Effectiveness Institute - Webinars "3 Steps to Thriving in Chaos"	Growth & Development	11:00 PM	12:00 PM	Webcast	Webcast or Online