

Calendar of Events

October

- 8 Total Workday Control Using MS Outlook 2007, 1 to 5 p.m., CLA (98), C5-15
- 22 Situational Leadership, 8:30 a.m. to 4:00 p.m., Kellogg West Conf. Center
- 30 Short Takes: Planning & Organizing 9:00 to 10:00 a.m., CLA (98) B1-31

November

- 5 Day One, Discovering Your Natural Talents, 9 to 11 a.m., CLA (98), B1-31
- 12 Day Two, Discovering Your Natural Talents, 9 to 11 a.m., CLA (98), B1-31
- 20 Conflict Management, 8:30 to 11:45 a.m., CLA (98), B1-31

December

- 2 Becoming a More Effective Interviewer, 9 to 10 a.m., CLA (98), B1-31
- 3 Communication and Teambuilding Using the Strength Deployment Inventory, 1 to 4:30 p.m., CLA (98) B1-31

January

- 14 The Role of a Lead, 8:30 a.m. to 4:00 p.m., CLA (98) B1-31
- 28 Evelyn Wood Speed Reading, 8:30 a.m. to 3:30 p.m., England Evans Board Room, BSC

February

- 11 General Orientation for New Employees (hired within six months), 8:30 to 11:45 a.m., CLA (98), B1-31

**FOR ADDITIONAL INFORMATION OR TO REGISTER, PLEASE CONTACT
Organizational Development & Training X3726
or email lbroth@csupomona.edu**