

Click on the workshop name for a description and to [register online](#), or by email to usdtraining@sandiego.edu, or call x6619.

University of San Diego Training & Development Calendar February 2008

Red = Training & Development Session
Orange = Safety Workshop
Green = Information Technology
Blue = Benefit/New Employee Workshops

Monday January 28	Tuesday 29	Wednesday 30	Thursday 3	Friday February 1
4	5	6	7	8
	<p>Workplace Literacy Program 2:30 – 4:30 p.m. English Language Academy</p>	<p>New Employee Orientation 8:20 a.m. – 1:00 p.m. MH-231 Pardee Room</p>	<p>Staff Performance Evaluations Workshop for Employees 9:00 – 10:30 a.m. Salomon Lecture Hall</p> <p>Safety Training 10:00 a.m. – 12:00 p.m. Facilities Management</p> <p>Fire Extinguisher Use 12:30 – 1:00 p.m. Facilities Management</p> <p>Benefits Orientation 1:00 – 4:00 p.m. Maher Hall, Room 114</p> <p>Workplace Literacy Program 2:30 – 4:30 p.m. English Language Academy</p> <p>Staff Performance Evaluations Workshop for Supervisors 3:00 – 4:30 p.m. Salomon Lecture Hall</p>	
11	12	13	14	15
	<p>Administrator Performance Evaluations 9:00 – 10:30 a.m. Salomon Lecture Hall</p> <p>Workplace Literacy Program 2:30 – 4:30 p.m. English Language Academy</p>	<p>Portfolios Work at Performance Evaluations 1:00 – 2:30 p.m. UC-104</p>	<p>Leadership Academy 8:30 a.m. – 12:30 p.m. UC-107</p> <p>Workplace Literacy Program 2:30 – 4:30 p.m. English Language Academy</p>	
18	19	20	21	22
<p>CPR Certification Day 1 1:00 – 4:00 p.m. Facilities Management Area</p>	<p>Planning Ahead for all the Right Reasons 12:00 – 1:00 p.m. DAC-112/113</p> <p>CPR Certification Day 2 1:00 – 4:00 p.m. Facilities Management Area</p> <p>Workplace Literacy Program 2:30 – 4:30 p.m. English Language Academy</p>	<p>New Employee Orientation 8:30 a.m. – 1:00 p.m. KIPJ, Room A</p> <p>CPR Certification Day 3 1:00 – 4:00 p.m. Facilities Management Area</p>	<p>Safety Training 10:00 a.m. – 12:00 p.m. Facilities Management</p> <p>Fire Extinguisher Use 12:30 – 1:00 p.m. Facilities Management</p> <p>Benefits Orientation 1:00 p.m. – 4:00 p.m. Maher Hall, Room 114</p> <p>Workplace Literacy Program 2:30 – 4:30 p.m. English Language Academy</p>	
25	26	27	28	29
	<p>iRecruitment '101' 9:00 – 10:00 a.m. UC-107</p> <p>Workplace Literacy Program 2:30 – 4:30 p.m. English Language Academy</p>	<p>Introductory Outlook 12:30 – 3:00 p.m. Maher 112</p>	<p>Effective Email 9:00 – 10:00 a.m. UC-107</p> <p>Workplace Literacy Program 2:30 – 4:30 p.m. English Language Academy</p>	