

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 January 2008

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

Monday	Tuesday	Wednesday	Thursday	Friday
December 31 USD Holiday	1 USD Holiday	2	3	4
7	8 Staff Performance Evaluations Workshop for Employees 9:00 – 10:30 a.m. Salomon Lecture Hall Staff Performance Evaluations Workshop for Supervisors 10:30 a.m. - Noon Salomon Lecture Hall Introductory Outlook 12:30 – 3:00 p.m. MH-112 Workplace Literacy Program 2:00 – 4:00 p.m. English Language Academy	9 New Employee Orientation 8:20 a.m. – 1:00 p.m. MH-231 Pardee Room Goals Meet Time Management 1:30 – 3:30 p.m. UC-107	10 Leadership Academy 8:30 a.m. – 12:30 p.m. UC-107 Safety Training 10:00 a.m. – 12:00 p.m. Facilities Management Fire Extinguisher Use 12:30 – 1:00 p.m. Facilities Management Benefits Orientation 1:00 – 4:00 p.m. Maher Hall, Room 112	11
14 Writing Job Descriptions 9:00 – 10:30 a.m. Salomon Lecture Hall	15 Workplace Literacy Program 2:00 – 4:00 p.m. English Language Academy	16 Understanding USD Policies through Games 10:00 – 11:00 a.m. KIPJ, Room H	17	18 Outlook Mail Merge 9:00 – 11:00 a.m. SH-156B
21	22 Workplace Literacy Program 2:00 – 4:00 p.m. English Language Academy	23 New Employee Orientation 8:30 a.m. – 1:00 p.m. Room: to be announced Introductory Outlook 12:30 – 3:00 p.m. MH-112	24 Safety Training 10:00 a.m. – 12:00 p.m. Facilities Management Fire Extinguisher Use 12:30 – 1:00 p.m. Facilities Management Benefits Orientation 1:00 p.m. – 4:00 p.m. Maher Hall, Room 112	25
28	29 Workplace Literacy Program 2:00 – 4:00 p.m. English Language Academy	30	31 Administrator Performance Evaluations 9:00 – 10:30 a.m. Salomon Lecture Hall	February 1