

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 March 2008

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

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
		<p>New Employee Orientation 8:20 a.m. – 1:00 p.m. MH-231 Pardee Room</p>	<p>BLISS 310: ODS/Cognos Focus Group 10:00 – 11:00 a.m. MH-112</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>	
10	11	12	13	14
	<p>Workplace Literacy Program 2:30 – 4:30 p.m. English Language Academy</p>	<p>Administrator Performance Evaluations Workshop 9:00 – 10:30 a.m. Salomon Lecture Hall</p>	<p>BLISS 300: ODS/Cognos Focus Group 10:00 – 11:00 a.m. MH-112</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>	
17	18	19	20	21
	<p>Portfolios Work at Performance Evaluations 9:00 – 10:30 a.m. UC-107</p> <p>Estate Planning with SOFA 12:00 – 1:00 p.m. WH-2A</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 I</p> <p>BLISS 310: ODS/Cognos Focus Group 10:00 – 11:00 a.m. MH-112</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>	
24	25	26	27	28
	<p>Workplace Literacy Program 2:30 – 4:30 p.m. English Language Academy</p>	<p>Improving Your Presentation Skills 11:00 a.m. – 12:00 p.m. DAC-120</p> <p>Introductory Outlook 2003 12:30 – 3:30 p.m. MH-112</p>	<p>Effective Email 9:00 – 10:00 a.m. UC-103AB</p> <p>BLISS 300: ODS/Cognos Focus Group 10:00 – 11:00 a.m. MH-112</p> <p>Workplace Literacy Program 2:30 – 4:30 p.m. English Language Academy</p>	
31	April 1	April 2	April 3	April 4