FY 2014 Professional Development Statistics
(2/05/15)

FY 2014 Workforce Development Statistics

(On-Site)

Date	Name of Course/Seminar	Number of Participants
4/22/2014	Business Etiquette & Professionalism	15
5/16/2014	MBTI & Teams	19
6/17/2014	Business Etiquette & Professionalism	9
9/4/2014	How to Map Out Future Careers	11

(Off-Site)

Date	Name of Course/Seminar	Number of Participants
09/09/2014	Performance Management(MSS)	2
09/17/2014	Principal of Management	1
08/04/2014	Microsoft Excel 2010 Level 1	2
8/21/2014	Microsoft Excel 2010 Level 1	2
8/22/2014	Microsoft Excel 2010 Level 1	1
9/11/2014	Microsoft Excel 2010 Level 1	1
2/19/2014	Microsoft Excel 2010 Level 1	1
9/11/2014	Progressive Discipline	2
08/29/2014	Leadership Essentials	1
08/14/2014	Comp & Class Reform	2
5/21/2014	Comp & Class Reform	2
04/15/2014	Communicating Non-Defensively	1
04/17/2014	Communicating Non-Defensively	1

(Online)

Date	Name of Course/Seminar	Number of Participants
5/29/2014	Ethics for DC Employees	1
9/19/2014	Ethics for DC Employees	1
09/22/2014	Key Control	1
05/29/2014	GLBT Cultural Competency	1
09/19/2014	GLBT Cultural Competency	1
03/20/2014	Telecommuting	1
05/29/2014	Telecommuting	1
09/19/2014	Telecommuting	1
09/19/2014	Communicable Diseases	1
07/07/2014	KPI Tracker Technical Training	1

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(On-Site)

Date	Name of Course/Seminar	Number of Participants
09/29/2014	Time Management	9
09/30/2014	Critical Thinking	9

FY 2014 Specialized Training Statistics

Audit Courses-Carol Buncher

Date	Name of Course/Seminar	Number of Participants
09/23/2014	Auditing Essentials-Part1	16
09/24/2014	Auditing Essentials-Part2	18

Legal Courses-DC Bar

Date	Name of Course/Seminar	Number of Participants
07/31/2014	Guide to the Internet for Lawyers	2
08/08/2014	Effective Writing for Lawyers Workshop 5.5	3
08/14/2014	Lawyers Guide to Statutory Interpretation & Statutory Drafting	3
08/28/2014	The Quest of a Virtuous Lawyer 3.0	3
09/11/2014	Supreme Court Review & Preview	3

Information Technology Courses-University of Michigan

Date	Name of Course/Seminar	Number of Participants
04/29/2014	Internet History, Technology, & Security	1

Organization Memberships Stats

Date	Name of Organization	Number of Registrants
09/30/2014	International Association of Administrative Professionals (IAAP)	4