

LEARNING AND DEVELOPMENT

December 2022

M	T	W	T	F
5	6	7	8	9

5

**Microsoft OneDrive
general catch-up**
2:00 PM - 3:00 PM

5

**Microsoft Teams
general catch-up**
3:00 PM - 4:00 PM

5

**Snippets: Six thinking hats to
add diversity to decision making**
4:00 PM - 4:20 PM

6

**Teams Calling
catch-up**
11:00 AM - 11:30 AM

6

**Workplace Fundamentals:
Team Work**
10:30 AM - 12:00 PM

6

**Management Skills:
Providing Feedback Using
the BUILD Framework**
11:00 AM - 12:00 PM

7

**Teams Calling
catch-up**
2:00 PM - 2:30 PM

8

**Workplace Fundamentals:
Health and Wellness**
10:30 AM - 12:00 PM

M	T	W	T	F
12	13	14	15	16

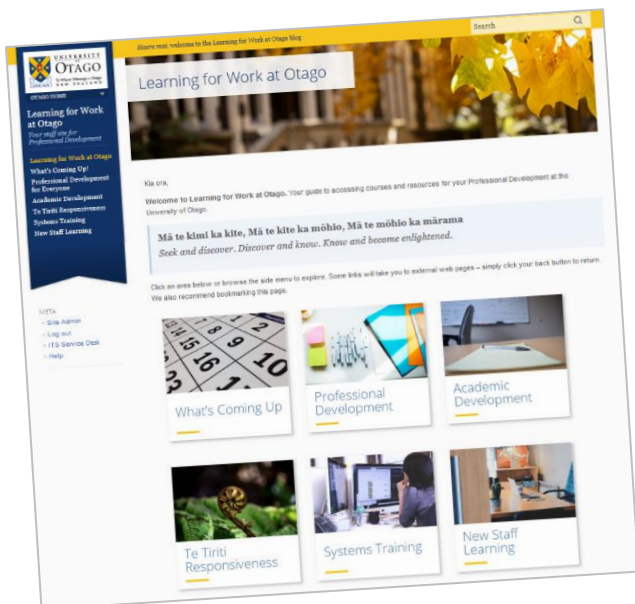
13

**Leadership with
a Small 'L'**
11:00 AM - 12:00 PM

14

**Management Skills: Problem
Solving - A3 Technique**
11:00 AM - 12:00 PM

**ZOOM
FRIENDLY**



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