TEMPE LEARNING CENTER

LEADERSHIP DEVELOPMENT

CALENDAR 2013

LDP: Conflict Management How to be at your best, even in difficult situations	**Aug 13** Tue	8 AM – Noon
LDP: Team Colors, Introduction to Temperament Experience how temperaments can change our life, and its impact on how we communicate	**Aug 15** Thu	8 AM – Noon
LDP: Coaching Skills Learn key skills in coaching, mentoring and goal setting crucial to reaching our highest goals	**Sept 18** Wed	8 AM – Noon
LDP: Customer Service What makes quality customer service so difficult, and how to deliver it anyway	**Sept 19** Thu	8 AM – Noon
LPD: Presentation Skills Learn how to develop and deliver your best presentation ever!	**Sept 24** Tue	8 AM – Noon
LDP: Effective Business Writing Learn valuable shortcuts in organizing a message, grammar, and other techniques	**Sept 25** Wed	9 AM – Noon
LDP: Followership/Leadership How followership skills can be even more important than leadership skills in reaching your goals	**Oct 1** Tue	8 AM – Noon
LDP: Conflict Management How to be at your best, even in difficult situations	**Oct 23** Wed	8 AM – Noon
LDP: Team Colors, Introduction to Temperaments Experience how temperaments can change our life, and its impact on how we communicate	**Oct 31** Thu	8 AM – Noon
LDP: Introduction to Government Budgets Learn how the City budget is created and tracked through the operating budget, CIP, and line items	**Nov 6** Wed	8 AM – Noon

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LDP: Coaching Skills Learn key skills in coaching, mentoring and goal setting crucial to reaching our highest goals	**Nov 14** Thu	8 AM – Noon
LPD: Presentation Skills Learn how to develop and deliver your best presentation ever!	**Nov 20** Wed	8 AM – Noon
LDP: Effective Business Writing Learn valuable shortcuts in organizing a message, grammar, and other techniques	**Dec 3** Tue	9 AM – Noon
LDP: Customer Service What makes quality customer service so difficult, and how to deliver it anyway	**Dec 5** Thu	8 AM – Noon
LDP: Followership/Leadership How followership skills can be even more important than leadership skills in reaching your goals	**Dec 11** Wed	8 AM – Noon

SELF-REGISTER via PeopleSoft ELM

1. Locate the PeopleSoft ELM icon on your desktop and **login**.
2. Click on the **Self Service** hyperlink in PeopleSoft ELM.
3. Click on the **Learning** hyperlink.
4. Click on the **Search Catalog** hyperlink.
5. Stay on the Activities tab. Type in "**LDP**".
6. Click on the **Search Activities** button.
7. Review search results and click on the desired **Activity** to enroll and view additional information. Review class details and ensure correct class.
8. Click on the **Enroll Button**. Review the information and note the **Location**.
9. Click on the **Submit Enrollment** button to complete
10. Your spot is secured **upon your supervisor's electronic approval.**

QUESTIONS? Contact Aaron at 480-350-5311

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