## TEMPE LEARNING CENTER



## LEADERSHIP DEVELOPMENT I

TRAINING CALENDAR 2012
JUNE TO DECEMBER

LDP I: Team Colors ~ An Introduction to Temperament	Tue, 6/19	8 AM — Noon
LDP I: Conflict Management	Thu, 6/21	8 AM — Noon
LDP I: Customer Service in The Public Sector	Tue, 6/26	8 AM — Noon
LDP I: Coaching: Self Management Skills	Wed, 7/11	8 AM — Noon
LDP I: Presentation Skills—Introduction	Wed, 7/25	8 AM — Noon
LDP I: Effective Business Writing	Thu, 7/26	8 AM — Noon
LDP I: Team Colors ~ An Introduction to Temperament	Wed, 8/15	8 AM — Noon
LDP I: Followership/Leadership	Wed, 9/12	8 AM — Noon
LDP I: Customer Service in The Public Sector	Thu, 9/20	8 AM — Noon
LDP I: Team Colors ~ An Introduction to Temperament	Tue, 10/16	8 AM — Noon
LDP I: Effective Business Writing	Thu, 10/18	8 AM — Noon
LDP I: Presentation Skills—Introduction	Thu, 10/25	8 AM — Noon
LDP I: Customer Service in The Public Sector	Wed, 11/7	8 AM — Noon
LDP I: Introduction to Government Budgets	Wed, 11/14	8 AM — Noon
LDP I: Conflict Management	Tue, 11/20	8 AM — Noon
LDP I: Coaching: Self Management Skills	Thu, 12/6	8 AM — Noon

**Location**: All classes are held in the TLC classroom. Enter through the courtyard to the left of the main library entrance.

## SELF-REGISTER via PeopleSoft ELM

- Login to PeopleSoft ELM on the desktop, or in the Tempe folder in Favorites of Internet Explorer.
- Click on the Self Service hyperlink in the menu screen.
- 3. Click on the Learning hyperlink.
- 4. Click on the Search Catalog hyperlink.
- Stay on the Activities tab. Type in "LDP".
- 6. Click on the **Search Activities** button.
- Review search results and click on the desired **Activity** to enroll and view additional information. Review class details and ensure correct class.
- Click on the **Enroll** button. Review the information and note the **Location**.
- Click on the **Submit Enrollment** button to complete.
- Your spot is secured <u>upon your</u> <u>supervisor's electronic approval</u>.

**QUESTIONS? CONTACT AARON IN TLC 480-350-5311**