

May	Date	Location	Time
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	5/19/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	5/27/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.

June	Date	Location	Time
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	6/2/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	6/9/08	Louise Morden Board Room	9:15 a.m.-4 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	6/16/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.
<b>It’s Not Just About Sex Anymore: Harassment &amp; Discrimination in the Workplace</b>	6/17/08	McCoy Meetin’ House	9 a.m. – 11:30 a.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	6/23/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	6/30/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.

July	Date	Location	Time
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	7/7/08	McCoy Meetin' House	9:15 a.m.-4 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	7/14/08	McCoy Meetin' House	9:15 a.m.-4 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	7/21/08	McCoy Meetin' House	9:15 a.m.-4 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	7/28/08	McCoy Meetin' House	9:15 a.m.-4 p.m.

August	Date	Location	Time
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	8/4/08	McCoy Meetin' House	9:15 a.m.-4 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	8/11/08	McCoy Meetin' House	9:15 a.m.-4 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	8/18/08	Louise Morden Board Room	9:15 a.m.-4 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	8/25/08	McCoy Meetin' House	9:15 a.m.-4 p.m.

September	Date	Location	Time
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	9/2/08	McCoy Meetin' House	9:15 a.m.-4 p.m.
<b>(KCPDC) Role &amp; Function of a Supervisor (SDP core)</b>	9/4/08	KCKCC	1-5 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	9/8/08	McCoy Meetin' House	9:15 a.m.-4 p.m.
<b>It's Not Just About Sex Anymore: Harassment &amp; Discrimination in the Workplace</b>	9/10/08	McCoy Meetin' House	1:30- 4 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	9/15/08	McCoy Meetin' House	9:15 a.m.-4 p.m.
<b>(KCPDC) Workplace Issues Seminar</b>	9/16/08	UMKC	1-4:30 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	9/22/08	McCoy Meetin' House	9:15 a.m.-4 p.m.
<b>(KCPDC) Your Personal Style (SDP core)</b>	9/25/08	JCCC	1-5 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	9/29/08	McCoy Meetin' House	9:15 a.m.-4 p.m.

October	Date	Location	Time
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	10/6/08	McCoy Meetin' House	9:15 a.m.-4 p.m.
<b>(KCPDC) Leadership Issues Program</b>	10/7/08	JCCC	1-4:30 p.m.
<b>(KCPDC) Legal Aspects of Supervision (SDP core)</b>	10/9/08	Ottawa University (Overland Park)	1-5 p.m.
<b>(KCPDC) Instructional Strategies (FDP core)</b>	10/10/08	KCKCC	6-9 p.m.
<b>(KCPDC) Evaluating Student Learning (FDP core)</b>	10/11/08	KCKCC	9 a.m.-12 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	10/13/08	McCoy Meetin' House	9:15 a.m.-4 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	10/20/08	McCoy Meetin' House	9:15 a.m.-4 p.m.
<b>(KCPDC) Motivating Employees (SDP core)</b>	10/23/08	MCC	1-5 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• "RFP" Training</li> <li>• Employee Time Sheet Training</li> </ul>	10/27/08	McCoy Meetin' House	9:15 a.m.-4 p.m.
<b>(KCPDC) Decision Making &amp; Problem Solving (SDP core)</b>	10/31/08	UMKC	1-5 p.m.

<b>November</b>	<b>Date</b>	<b>Location</b>	<b>Time</b>
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	11/3/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.
<b>(KCPDC) Establishing Performance Expectations (SDP core)</b>	11/6/08	Baker University (Overland Park)	1-5 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	11/10/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.
<b>(KCPDC) Managing the Learning Environment (FDP core)</b>	11/14/08	Baker University (Overland Park)	6-9 p.m.
<b>(KCPDC) Characteristics of Adult Learners (FDP elective)</b>	11/15/08	Baker University (Overland Park)	9 a.m.-12 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	11/17/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.
<b>(KCPDC) Interviewing &amp; Selecting Employees (SDP elective)</b>	11/20/08	DeVry University	1-5 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	11/24/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.

<b>December</b>	<b>Date</b>	<b>Location</b>	<b>Time</b>
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	12/1/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.
<b>(KCPDC) Performance Appraisals (SDP core)</b>	12/4/08	McCoy Meetin’ House	1-5 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	12/8/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.
<b>It’s Not Just About Sex Anymore: Harassment &amp; Discrimination in the Workplace</b>	12/11/08	McCoy Meetin’ House	9 a.m.-11:30 a.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	12/15/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	12/22/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.
<b>New Employee Orientation</b> <ul style="list-style-type: none"> <li>• Department Check Request/Scanning Training</li> <li>• “RFP” Training</li> <li>• Employee Time Sheet Training</li> </ul>	12/29/08	McCoy Meetin’ House	9:15 a.m.-4 p.m.