

Members of SEIU Local 521 Clerical Unit

The classes listed below have been identified by the Joint Labor-Management Committee as career enhancing opportunities for clerical employees as outlined in the B.4 provision of the Labor Agreement.

Members of Local 521 Clerical Unit will be given priority seating in the designated classes. Please register as outlined below:

<u>#</u>	<u>Title</u>	<u>Begin</u>	<u>End</u>	<u>Sessions</u>	<u>Time</u>	<u>Location</u>
109	Managing Work Expectations	7/27/09	7/27/09	1	1:00-4:30	TC4
111	Introduction to Business Writing	7/29/09	8/5/09	2	8:30-12:00	TC4
309	Microsoft Outlook 2003, Level 1	8/12/09	8/12/09	1	9:00-4:00	Exec
311	Microsoft Access 2007, Level 1	8/20/09	8/20/09	1	9:00-4:00	WI
131	Successful Interviewing Skills	8/25/09	8/25/09	1	8:30-12:00	TC4
135	Customer Satisfaction	9/8/09	9/8/09	1	8:30-12:00	TC2
136	Dealing With Change	9/8/09	9/8/09	1	1:00-4:30	TC2
312	Microsoft Outlook 2007, Level 1	9/9/09	9/9/09	1	9:00-4:00	CMT
314	Microsoft PowerPoint 2003, Level 1	9/16/09	9/16/09	1	9:00-4:00	Exec
147	Team Dynamics	9/17/09	9/17/09	1	1:00-4:30	TC1
150	Skills Enrichment for Support Staff	9/23/09	11/4/09	7	8:30-12:00	TC4
317	Microsoft Word 2007, Level 1	10/1/09	10/1/09	1	9:00-4:00	WI
156	Dealing With Difficult People	10/6/09	10/6/09	1	1:00-4:30	TC2
158	American English Pronunciation Skills	10/6/09	11/12/09	12	2:30-4:30	TC4
120	Business Writing Certificate Program	10/9/09	11/13/09	6	8:30-12:00	TC4
320	Microsoft Word 2007, Level 2	10/15/09	10/15/09	1	9:00-4:00	WI
322	Microsoft PowerPoint 2007, Level 1	11/5/09	11/5/09	1	9:00-4:00	WI
183	Dread Speaking No More	11/12/09	11/12/09	1	1:00-4:30	TC4
192	Organizing Yourself and Your Office	11/20/09	11/20/09	1	8:30-12:00	TC4
197	Assert Yourself	12/2/09	12/2/09	1	1:00-4:30	TC2

For a full course description see our catalog on-line at: <http://training.sccgovatwork> or <http://deoed.sccgov.org> or contact your Training Liaison.

Register online:

- 1) **Go to:** <http://training.sccgovatwork>
- 2) **Click on:** [CountyWise](#)
- 3) **Click on:** [CountyWise On-Line Registration](#)
- 4) **Click on the link:** <http://eforms.sccgovatwork/lfserver/CountyWiseRegistration>
- 5) Enter your information on the form and click "Submit"

Or

***Fax a regular
CountyWise
registration form to
299-6877***