

Administrative Professionals

Series 2018

Course Schedule

All classes are at the Plano Municipal Center, Training Room A

(Not restricted to Administrative Professionals only)

Jan. 12	8:30a-12:30p	Professionalism as a Public Servant	LaShon Ross
		Peoplesoft Course Code: AP3302	
Feb. 13	8:30a-11:30a	Change and the Change Cycle	Mary Holsenbeck
		Peoplesoft Course Code: AP3303	
Mar. 13	8:30a-12:30p	Taking Notes and Writing Minutes	Darci Fortune
		Peoplesoft Course Code: AP3406	
Apr. 5	8:30a-12:00p	Wordsmithing	Lisa Carver
		Peoplesoft Course Code: AP3303	
May 8	8:30a-12:30p	Time Mgt./Prioritizing	Angie Whitney
		Peoplesoft Course Code: AP3404	
Jun. 12	8:30a-12:30p	Listening and Asking	Angie Whitney
		Peoplesoft Course Code: AP3422	
Jul. 24	8:30a-12:00p	Taming the Stress Monster	Lisa Carver
		Peoplesoft Course Code: SD3431	
Aug. 14	8:30a-12:30p	Dealing with Difficult People	Summer Allen
		Peoplesoft Course Code: AP3304	
Sep. 9	8:30a-12:30p	Polishing Your Business Comm. Skills	Angie Whitney
		Peoplesoft Course Code: AP3436	
Oct. 9	8:30a-12:30p	Providing and Accepting Feedback	Mary Holsenbeck
		Peoplesoft Course Code: AP3437	
Nov. 13	8:30a-12:30p	Proofreading and Editing	Darci Fortune
		Peoplesoft Course Code: AP3419	
Dec. 11	8:30a-12:30p	Goal Setting	Summer Allen
		Peoplesoft Course Code: AP3405	

