

Effectiveness Series: 2018-2019

<i>Date</i>	<i>Day</i>	<i>Time</i>	<i>Title</i>	<i>Location</i>	<i>MyAACPS-PD SRN#</i>
8/29/18	Wednesday	8:30-12:00	<i>Outlook Essentials*</i>	Riva Rd.	9204919001
10/19/18	Friday	8:30-11:30	<i>Skillful Communication</i>	Carver	3363719001
10/19/18	Friday	12:30-3:30	<i>Teamwork and Collaboration</i>	Carver	3364419001
10/26/18	Friday	8:30-11:30	<i>Embracing Cultural Diversity</i>	Carver	3364119001
10/26/18	Friday	12:30-3:30	<i>Dealing with Difficult People</i>	Carver	3360819001
11/9/18	Friday	8:30-11:30	<i>Providing Quality Customer Service</i>	Carver	3363419001
11/9/18	Friday	12:30-3:30	<i>Setting and Achieving Goals</i>	Carver	3364619001
11/16/18	Friday	8:30-11:30	<i>Problem Solving Strategies</i>	Carver	3363519001
11/30/18	Friday	8:30-11:30	<i>Functional Spanish</i>	Carver	3363819001
12/3/18	Monday	8:30-11:30	<i>Information &amp; Records Management</i>	Carver	3364219001
12/7/18	Friday	12:30-3:30	<i>Multigenerational Workplace</i>	Carver	3367119001
12/10/18	Monday	8:30-11:30	<i>Business Writing Basics</i>	Carver	3363919001
12/10/18	Monday	12:30-3:30	<i>Workspace Organization</i>	Carver	3364319001
12/14/18	Friday	8:30-11:30	<i>Personality Types: Appreciating Diverse Personalities</i>	Carver	3369819001

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12/14/18	Friday	12:30-3:30	<i>Embracing Cultural Diversity</i>	Carver	3364119002
12/17/18	Monday	8:30-11:30	<i>Improving Productivity: Time Management &amp; Prioritizing</i>	Carver	3364719001
12/17/18	Monday	12:30-3:30	<i>Focus on Proofreading</i>	Carver	3364019001
1/11/19	Friday	8:30-11:30	<i>Business Writing</i>	Carver	3363919002
1/14/19	Monday	8:30-11:30	<i>Providing Quality Customer Service</i>	Carver	3363419002
1/14/19	Monday	12:30-3:30	<i>Skillful Communication</i>	Carver	3363719002
2/01/19	Friday	8:30-11:30	<i>Teamwork and Collaboration</i>	Carver	3364419002
2/01/19	Friday	12:30-3:30	<i>Dealing with Difficult People</i>	Carver	3360819002
2/04/19	Monday	12:30-3:30	<i>Problem Solving Strategies</i>	Carver	3363519002
2/11/19	Monday	8:30-11:30	<i>Information and Records Management</i>	Carver	3364219002
2/11/19	Monday	12:30-3:30	<i>Setting and Achieving Goals</i>	Carver	3364619002
2/15/19	Friday	8:30-11:30	<i>Embracing Cultural Diversity</i>	Carver	3364119003
2/15/19	Friday	12:30-3:30	<i>Problem Solving Strategies</i>	Carver	3363519003

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2/22/19	Friday	8:30-11:30	<i>Workspace Organization</i>	Carver	3364319002
2/22/19	Friday	12:30-3:30	<i>Information &amp; Records Management</i>	Carver	3364219003
3/01/19	Friday	8:30-11:30	<i>Improving Productivity: Time Management &amp; Prioritizing</i>	Carver	3364719002
3/01/19	Friday	12:30-3:30	<i>Information &amp; Records Management</i>	Carver	3364219004
3/04/19	Monday	8:30-11:30	<i>Multigenerational Workplace</i>	Carver	3367119002
3/08/19	Friday	8:30-11:30	<i>Personality Types: Appreciating Diverse Personalities</i>	Carver	3369819002
3/08/19	Friday	12:30-3:30	<i>Business Writing Basics</i>	Carver	3363919003
3/15/19	Friday	8:30-11:30	<i>Focus on Proofreading</i>	Carver	3364019002
3/15/19	Friday	12:30-3:30	<i>Teamwork and Collaboration</i>	Carver	3364419003
4/01/19	Monday	8:30-11:30	<i>Problem Solving Strategies</i>	Carver	3363519004
4/01/19	Monday	12:30-3:30	<i>Embracing Cultural Diversity</i>	Carver	3364119004
4/05/19	Friday	8:30-11:30	<i>Information &amp; Records Management</i>	Carver	3364219005

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4/05/19	Friday	12:30-3:30	<i>Skillful Communication</i>	Carver	3363719003
4/08/19	Monday	8:30-11:30	<i>Focus on Proofreading</i>	Carver	3364019003
4/08/19	Monday	12:30-3:30	<i>Dealing with Difficult People</i>	Carver	3360819003
04/12/19	Friday	8:30-11:30	<i>Setting and Achieving Goals</i>	Carver	3364619003
4/26/19	Friday	8:30-11:30	<i>Workspace Organization</i>	Carver	3364319003
4/26/19	Friday	12:30-3:30	<i>Improving Productivity: Time Management &amp; Prioritizing</i>	Carver	3364719003
5/03/19	Friday	8:30-11:30	<i>Multigenerational Workplace</i>	Carver	3367119003
5/03/19	Friday	12:30-3:30	<i>Personality Types: Appreciating Diverse Personalities</i>	Carver	3369819003
5/10/19	Friday	8:30-11:30	<i>Problem Solving Strategies</i>	Carver	3363519005
5/10/19	Friday	12:30-3:30	<i>Functional Spanish</i>	Carver	3363819002

\*Additional Classes of *Outlook Essentials* may be added during the fall.