# JANUARY – MARCH 2020
# DISTRICT-WIDE TRAINING SCHEDULE

**The Workforce Development Division is pleased to offer the following professional development classes. Review course descriptions, performance competencies, and register for classes in the Pathlore Student Center located on Employee Connect. You may also register by sending an email to HRPL@bart.gov**

| | Class Name | Course Code | Date | Time | Location | Competency |
|---|---|---|---|---|---|---|
| JANUARY | Strategies for Better Communications | PL332 | 1/17/2020 | 9AM-12PM | LKS 1723 | Working Rel./Communication |
| | Project: Beginner - Intro and Working with Tasks | PL011-18 | 1/17/2020 | 9AM-12PM | LKS 1129 | Quality/Quantity of Work Products |
| | Visio: Beginner - Working with Shapes on a Flowchart | PL016 | 1/17/2020 | 1PM-4PM | LKS 1129 | Quality/Quantity of Work Products |
| | Resolving Issues Through Dialogue: Part One | PL369-1 | 1/22/2020 | 9AM-12PM | LKS 1723 | Problem Solving/Decision-Making; Customer Service; Flexibility/Adaptability |
| | Excel: Beginner | PL004 | 1/24/2020 | 9AM-12PM | LKS 1129 | Quality/Quantity of Work Products |
| | The Power of Positive Work Spaces | PL347 | 1/29/2020 | 9AM-12PM | LKS 1723 | Working Rel./Communication; Leadership/Ownership/Initiative |
| | Resolving Issues Through Dialogue: Part Two | PL369-2 | 1/29/2020 | 1PM-4PM | LKS 1723 | Working Rel./Communication; Customer Service; Flexibility/Adaptability |
| | Word: Graphics, Charts, Shapes, and WordArt | PL002-18 | 1/29/2020 | 1PM-4PM | LKS 1129 | Quality/Quantity of Work Products |
| FEBRUARY | Interview Skills: Tips and Techniques | PL315 | 2/5/2020 | 10AM-12PM | LKS 1723 | Workforce Dev./Succession Plan. |
| | Project: Intermediate - Scheduling Resources, Finalizing | PL012-18 | 2/7/2020 | 9AM-12PM | LKS 1129 | Quality/Quantity of Work Products |
| | Excel: Expert Techniques: Dashboards & VBA | PL006-18B | 2/7/2020 | 1PM-4PM | LKS 1129 | Quality/Quantity of Work Products |
| | Presentation Skills | PL368-1 | 2/12/2020 | 9AM-12PM | LKS 1500 | Working Rel./Communication; Quality/Quantity of Work Products |
| | Excel: Pivot Tables | PL006PT | 2/14/2020 | 9AM-12PM | LKS 1129 | Quality/Quantity of Work Products |
| | Improving Your Project Management Skills | PL359 | 2/14/2020 | 1PM-4PM | LKS 1129 | Planning/Organization; Quality/Quantity of Work Products |
| | Building Your Professional Brand: Part One | PL349 | 2/19/2020 | 1PM-4PM | LKS 1723 | Workforce Dev./Succession Plan.; Leadership/Ownership/Initiative; Working Rel./Communication |
| | Excel: Expert Techniques: Dashboards & VBA | PL006-18B | 2/21/2020 | 9AM-12PM | LKS 1129 | Quality/Quantity of Work Products |
| | Visio: Intermediate - Format and Create an Org Chart | PL016-1 | 2/21/2020 | 1PM-4PM | LKS 1129 | Quality/Quantity of Work Products |
| | Excel: Intermediate | PL005 | 2/24/2020 | 9AM-12PM | LKS 1129 | Quality/Quantity of Work Products |
| | Word: Create Re-usable Document Components | PL002 | 2/24/2020 | 1PM-4PM | LKS 1129 | Quality/Quantity of Work Products |
| MARCH | Adobe Acrobat: Create and Edit PDF files | PL025 | 3/2/2020 | 9AM-12PM | LKS 1129 | Quality/Quantity of Work Products |
| | Outlook: Calendaring and One Drive | PL029 | 3/6/2020 | 9AM-12PM | LKS 1129 | Quality/Quantity of Work Products; Planning/Organization |
| | Excel: Advanced Functions & Formulas | PL006FFL | 3/6/2020 | 1PM-4PM | LKS 1129 | Quality/Quantity of Work Products |
| | Project: Advanced - Managing a Project Over Time | PL013-18B | 3/13/2020 | 9AM-12PM | LKS 1129 | Quality/Quantity of Work Products |
| | Adobe Acrobat: Creating Fillable PDF Forms | PL024 | 3/13/2020 | 1PM-4PM | LKS 1129 | Quality/Quantity of Work Products |
| | Organizational Skills & Time Management | PL023 | 3/16/2020 | 9AM-12PM | LKS 1129 | Planning/Organization; Quality/Quantity of Work Products |
| | Multi-Generational Communications | PL357 | 3/18/2020 | 9AM-12PM | LKS 1502 | Working Rel./Communication; Flexibility/Adaptability |
| | Writing an Effective Resume | PL316 | 3/19/2020 | 10AM-12PM | LKS 1723 | Workforce Dev./Succession Plan. |
| | Excel: Advanced | PL006 | 3/23/2020 | 9AM-12PM | LKS 1129 | Quality/Quantity of Work Products |
| | PowerPoint: PowerPoint & Public Speaking | PL014 | 3/23/2020 | 1PM-4PM | LKS 1129 | Quality/Quantity of Work Products |
| | Internal Customer Service: Removing Silos and Barriers | PL313 | 3/25/2020 | 9AM-12PM | LKS 1502 | Quality/Quantity of Work Products |
| | Building Your Professional Brand: Part Two | PL350 | 3/27/2020 | 1PM-4PM | LKS 1723 | Customer Service; Working Rel./Communication; Flexibility/Adaptability |
| | Excel: Tips & Tricks for Advanced Users | PL015 | 3/30/2020 | 9AM-12PM | LKS 1129 | Quality/Quantity of Work Products; Leadership/Ownership/Initiative; Working Rel./Communication |

**Performance Competencies Addressed**

- Customer Service
- Flexibility/Adaptability
- Quality/Quantity of Work Products
- Leadership/Ownership/Initiative
- Problem Solving/Decision-Making
- Environ. Management/Sustain.
- Planning/Organization
- Working Rel./Communication
- Workforce Dev./Succession Plan.

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# APRIL – JUNE 2020
# DISTRICT-WIDE TRAINING SCHEDULE

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| | Class Name | Course Code | Date | Time | Location | Competency |
|---|---|---|---|---|---|---|
| APRIL | ~~MS Visio: Beginner - Working with Shapes on a Flowchart~~ | ~~PL016~~ | ~~4/6/2020~~ | ~~9AM-12PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~MS Project Beginner: Intro and Working with Tasks~~ | ~~PL011-18~~ | ~~4/6/2020~~ | ~~1PM-4PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~MS Excel: Beginner~~ | ~~PL004~~ | ~~4/10/2020~~ | ~~9AM-12PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~MS Word: Beginner~~ | ~~PL001~~ | ~~4/10/2020~~ | ~~1PM-4PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~MS Word: Graphics, Charts, Shapes, and WordArt~~ | ~~PL002-18~~ | ~~4/15/2020~~ | ~~9AM-12PM~~ | ~~LKS 1129~~ | Working Rel./Communication; Leadership/Ownership/Initiative |
| | ~~MS Excel Expert Techniques: Dashboards (Data Visualization) VBA~~ | ~~PL006-18B~~ | ~~4/15/2020~~ | ~~1PM-4PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~Strategies for Better Communications~~ | ~~PL332~~ | ~~4/16/2020~~ | ~~9AM-12PM~~ | ~~LKS 1723~~ | Working Rel./Communication |
| | ~~Courageous Conversations~~ | ~~PL342~~ | ~~4/16/2020~~ | ~~1PM-4PM~~ | ~~LKS 1723~~ | Leadership/Ownership/Initiative; Working Rel./Communication |
| | ~~MS Excel: Pivot Tables~~ | ~~PL006PT~~ | ~~4/29/2020~~ | ~~9AM-12PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~MS Excel: Intermediate~~ | ~~PL005~~ | ~~4/29/2020~~ | ~~1PM-4PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~Internal Customer Service: Removing Silos & Barriers~~ | ~~PL313~~ | ~~4/29/2020~~ | ~~1PM-4PM~~ | ~~LKS 1723~~ | Customer Service; Working Rel./Communication |
| | ~~The Power of Positive Workspaces~~ | ~~PL347~~ | ~~4/29/2020~~ | ~~9AM-12PM~~ | ~~LKS 1723~~ | Customer Service; Working Rel./Communication |
| MAY | ~~MS Visio: Intermediate - Formatting & Creating an Org Chart~~ | ~~PL016-1~~ | ~~5/4/2020~~ | ~~9AM-12PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~MS Project: Intermediate – Scheduling Resources & Finalizing Plan~~ | ~~PL012-18~~ | ~~5/4/2020~~ | ~~1PM-4PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~Writing an Effective Resume~~ | ~~PL316~~ | ~~5/6/2020~~ | ~~9AM-12PM~~ | ~~LKS 1723~~ | Working Rel./Communication; Workforce Dev./Succession Plan. |
| | ~~Presentation Skills~~ | ~~PL368-1~~ | ~~5/13/2020~~ | ~~1PM-4PM~~ | ~~LKS 1723~~ | Leadership/Ownership/Initiative; Quality/Quantity of Work Products |
| | ~~MS Excel: Advanced Functions & Formulas~~ | ~~PL006FFL~~ | ~~5/18/2020~~ | ~~9AM-12PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~MS Outlook: Calendaring & One Drive~~ | ~~PL029~~ | ~~5/18/2020~~ | ~~1PM-4PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products; Planning/Organization |
| | ~~Email Etiquette~~ | ~~PL326~~ | ~~5/21/2020~~ | ~~9AM-12PM~~ | ~~LKS 1723~~ | Quality/Quantity of Work Products |
| JUNE | ~~MS Project: Advanced – Managing a Project Over Time~~ | ~~PL013-18A~~ | ~~6/1/2020~~ | ~~9AM-12PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~MS Excel: Expert – Intro to DBA & Dashboards~~ | ~~PL006-18B~~ | ~~6/1/2020~~ | ~~1PM-4PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~Writing at Work: Part One NEW!~~ | ~~PL320~~ | ~~6/2/2020~~ | ~~9AM-12PM~~ | ~~LKS 1723~~ | Quality/Quantity of Work Products |
| | ~~Interview Skills: Tips & Techniques~~ | ~~PL315~~ | ~~6/3/2020~~ | ~~9AM-12PM~~ | ~~LKS 1500~~ | Working Rel./Communication; Workforce Dev./Succession Plan. |
| | ~~Multi-Generational Communications~~ | ~~PL357~~ | ~~6/3/2020~~ | ~~9AM-12PM~~ | ~~LKS 1723~~ | Working Rel./Communication; Flexibility/Adaptability |
| | ~~Resolving Issues Through Dialogue Part One~~ | ~~PL369-1~~ | ~~6/3/2020~~ | ~~1PM-4PM~~ | ~~LKS 1723~~ | Customer Service; Flexibility/Adaptability |
| | ~~Writing at Work: Part Two NEW!~~ | ~~PL327~~ | ~~6/9/2020~~ | ~~9AM-12PM~~ | ~~LKS 1723~~ | Quality/Quantity of Work Products |
| | ~~MS PowerPoint: PowerPoint & Public Speaking~~ | ~~PL014~~ | ~~6/10/2020~~ | ~~9AM-12PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~MS Excel: Advanced~~ | ~~PL006~~ | ~~6/10/2020~~ | ~~1PM-4PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~MS Excel: Tips & Tricks for Advanced Users~~ | ~~PL015~~ | ~~6/17/2020~~ | ~~9AM-12PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products |
| | ~~Improving Your Project Management Skills~~ | ~~PL359~~ | ~~6/17/2020~~ | ~~1PM-4PM~~ | ~~LKS 1129~~ | Quality/Quantity of Work Products; Leadership/Ownership/Initiative; Planning/Organization |
| | ~~Interview Skills: Mock Interviews~~ | ~~PL319~~ | ~~6/19/2020~~ | ~~9AM-12PM~~ | ~~LKS 1723~~ | Working Rel./Communication; Workforce Dev./Succession Plan. |
| | ~~Resolving Issues Through Dialogue Part Two~~ | ~~PL369-2~~ | ~~6/24/2020~~ | ~~1PM-4PM~~ | ~~LKS 1723~~ | Customer Service; Flexibility/Adaptability |

**Performance Competencies Addressed**

- Customer Service
- Flexibility/Adaptability
- Quality/Quantity of Work Products
- Leadership/Ownership/Initiative
- Problem Solving/Decision-Making
- Environ. Management/Sustain.
- Planning/Organization
- Working Rel./Communication
- Workforce Dev./Succession Plan.

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# Districtwide Training Schedule

July 2023

Let's go.

The Workforce Development Division is pleased to offer the following professional development classes. Click the class name to register and review in the Pathlore Student Center located on Employee Connect. You may also register by sending an email to WorkforceDevelopment@bart.gov.

**COURSES FOR ALL EMPLOYEES – Click course name to register** or search on the Pathlore Student Center.

| Course Title | Course Code | Date | Time | Location |
|---|---|---|---|---|
| **Microsoft Word (Beginning)** | WDC001 | 7/19/2023 | 9AM-12PM | BHQ-481 |
| **Microsoft PPT (Beginning)** | WDC002 | 7/19/2023 | 1PM-4PM | BHQ-481 |
| **Microsoft Excel (Beginning)** | WDC003 | 7/20/2023 | 9AM-12PM | BHQ-481 |
| **Organizational Skills and Time Management** | WDA004 | 7/20/2023 | 1PM-4PM | BHQ-481 |
| **Creating a Culture of Superior Customer Service** | WDA001 | 7/26/2023 | 10AM-12PM | BHQ-202 |
| **De-escalation Training Pt. 1** | WDA003A | 7/27/2023 | 1PM-3PM | Zoom |

**COURSES for MANAGERS and SUPERVISORS – Click course name to register** or search on the Pathlore Student Center.

| Course Title | Course Code | Date | Time | Location |
|---|---|---|---|---|
| **Leading Diverse and Multigenerational Teams** (Foreworkers/Supervisors/Managers) | WDL003 | 7/18/2023 | 9AM-12PM | Zoom |
| **Reenergizing Your Team** (Foreworkers/Supervisors/Managers) | WDL002 | 7/26/2023 | 1PM-3PM | BHQ-202 |
| **Intergenerational Communication within Work Teams** (Foreworkers/Supervisors/Managers) | WDL001 | 7/27/2023 | 10AM-12PM | Zoom |
| **Motivating, Engaging, Developing, and Retaining Employees** (Managers) | WDL004 | 7/18/2023 | 1PM-4PM | Zoom |
| **Setting Performance Measures (Goals)** (Supervisors/Managers) | WDL005 | 7/19/2023 | 130-3PM | Zoom |
| **Setting Performance Measures (Goals)** (Supervisors/Managers) | WDL005 | 7/20/2023 | 10-1130AM | Zoom |
| **Setting Performance Measures (Goals)** (Supervisors/Managers) | WDL005 | 7/25/2023 | 1PM-230PM | Zoom |

**OnDemand LIBRARY OF CLASSES-** Over 80 topics including MS Office classes and Professional Skills Development available to you at anytime! **Click on this link: OnDemand Learning Library**

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# Districtwide Training Schedule

August 2023

Let's go.

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**COURSES FOR ALL EMPLOYEES – Click course name to register or search in Pathlore.**

| Course Title | Course Code | Date | Time | Location |
|---|---|---|---|---|
| **Microsoft Word** (Intermediate) | WDC006 | 8/9/23 | 9AM-12PM | BHQ-481 |
| **Microsoft PowerPoint** (Intermediate) | WDC005 | 8/9/23 | 1PM-4PM | BHQ-481 |
| **Microsoft Excel** (Intermediate) | WDC004 | 8/10/23 | 9AM-12PM | BHQ-481 |
| **Introduction to Personal Computer (PC) for Beginners** | WDC007 | 8/10/23 | 1PM-4PM | BHQ-481 |
| **Communicating Up, Down, and Across BART** (Pt. 1) | WDA005A | 8/17/23 | 2PM-5PM | BHQ-302 |
| **Managing Conflict** | WDA007 | 8/22/23 | 1PM-3PM | Zoom |
| **De-escalation Training** (Pt. 2) | WDA003B | 8/1/23 | 1PM-4PM | BHQ-302 |

**COURSES for MANAGERS and SUPERVISORS – Click course name to register or search in Pathlore.**

| Course Title | Course Code | Date | Time | Location |
|---|---|---|---|---|
| **Leadership Foundations** (Foreworkers/Supervisors)<br>(2.5-day workshop) | WDL007 | 8/15/23<br>8/16/23<br>8/17/23 | 9AM-4PM<br>9AM-4PM<br>9AM-1PM | BHQ-302 |
| **Reenergizing Your Team**<br>(Foreworkers/Supervisors/Managers) | WDL002 | 8/1/23 | 1PM-4PM | BHQ-302 |
| **Confronting Unconscious Bias in the Workplace**<br>(Foreworkers/Supervisors/Managers) | WDL006 | 8/3/23 | 1PM-4PM | Zoom |
| **Leadership Foundations** (Managers)<br>(2-day workshop) | WDL008 | 8/24/23<br>8/25/23 | 9AM-4PM<br>9AM-4PM | BHQ-302 |
| **Setting Performance Measures (Goals)**<br>(Supervisors/Managers) | WDL005 | 8/10/23 | 10AM-<br>11:30AM | Zoom |

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# Districtwide Training Schedule

September 2023

Let's go.

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**COURSES FOR ALL EMPLOYEES – Click course name to register or search in Pathlore.**

| Course Title | Course Code | Date | Time | Location |
|---|---|---|---|---|
| Microsoft Word (Advanced) | WDC010 | 9/27/23 | 9AM-12PM | BHQ - 481 |
| Microsoft Excel (Advanced) | WDC009 | 9/27/23 | 1PM-4PM | BHQ - 481 |
| Emotional Intelligence in Transportation | WDA008 | 9/14/23 | 9AM-12PM | ZOOM |
| Power of Positive Workspaces | WDA002 | 9/20/23 | 9AM-12PM | ZOOM |
| Resilience & Burnout Prevention | WDA010 | 9/28/23 | 2PM-5PM | BHQ - 802 |
| Internal Customer Service - Removing Silos and Barrriers | WDA006 | 9/20/23 | 1PM-3PM | ZOOM |

**COURSES for MANAGERS and SUPERVISORS – Click course name to register or search in Pathlore.**

| Course Title | Course Code | Date | Time | Location |
|---|---|---|---|---|
| Leadership Foundations Foreworkers/Supervisors **(2.5 Day Workshop)** | WDL007 | 9/26<br>9/27<br>9/28 | 9AM - 4PM<br>9AM - 4PM<br>9AM - 1PM | BHQ - 302 |
| Creating a Culture of Superior Customer Service *(Supervisors)* | WDA001 | 9/25/23 | 9AM-11AM | MET-CR171 |
| Balancing Personal Power vs. Positional Power *(Supervisors)* | WDA009 | 9/14/23 | 1PM-4PM | ZOOM |
| Confronting Unconscious Bias in the Workplace *(Foreworkers/Supervisors/Managers)* | WDL006 | 9/25/23 | 1PM-4PM | BHQ - 302 |
| Coaching for Managers (Performance Management Series) | WDL010 | 9/19/23 | 10AM-12PM | ZOOM |

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# Districtwide Training Schedule

October – December 2023

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**COURSES FOR ALL EMPLOYEES**

## October

| **Class Name** - *CLICK COURSE NAME TO REGISTER* | **Course Code** | **Date** | **Time** | **Location** |
|---|---|---|---|---|
| Managing Conflict | WDA007 | 10/4/2023 | 1PM-3PM | ZOOM |
| The Power of Positive Workspaces | WDA002 | 10/23/2023 | 9AM-12PM | MET |
| Internal Customer Service - Removing Silos & Barriers | WDA006 | 10/23/2023 | 1PM-3PM | MET |
| Microsoft Word (Beginning) | WDC001 | 10/18/2023 | 9AM-12PM | BHQ - 481 |
| Microsoft Word (Intermediate) | WDC006 | 10/25/2023 | 9AM-12PM | BHQ - 481 |
| Microsoft Excel (Beginning) | WDC003 | 10/18/2023 | 1PM-4PM | BHQ - 481 |
| Microsoft Excel (Intermediate) | WDC004 | 10/25/2023 | 1PM-4PM | BHQ - 481 |

## November

| **Class Name** - *CLICK COURSE NAME TO REGISTER* | **Course Code** | **Date** | **Time** | **Location** |
|---|---|---|---|---|
| Emotional Intelligence in Transportation | WDA008 | 11/9/2023 | 2PM-5PM | BHQ - 302 |
| De-escalation Training (Part 1) | WDA003A | 11/6/2023 | 9AM-12PM | BHQ - 302 |
| De-escalation Training (Part 2) | WDA003B | 11/13/2023 | 9AM-12PM | BHQ - 302 |
| Internal Customer Service - Removing Silos & Barriers | WDA006 | 11/13/2023 | 1PM-4PM | BHQ - 302 |
| Microsoft Word (Advanced) | WDC010 | 11/1/2023 | 9AM-12PM | BHQ - 481 |
| Microsoft Excel (Advanced) | WDC009 | 11/1/2023 | 1PM-4PM | BHQ - 481 |
| Microsoft Teams | WDC011 | 11/16/2023 | 9AM-12PM | BHQ - 481 |
| Excel Quick Tips & Tricks | WDC012 | 11/16/2023 | 1PM-4PM | BHQ - 481 |

## December

| **Class Name** - *CLICK COURSE NAME TO REGISTER* | **Course Code** | **Date** | **Time** | **Location** |
|---|---|---|---|---|
| Fostering Psychological Safety | WDA017 | 12/13/2023 | 10AM-12PM | ZOOM |
| Personal Accountability | WDA023 | 12/13/2023 | 1PM-3PM | ZOOM |
| Microsoft PowerPoint (Intermediate) | WDC005 | 12/6/2023 | 9AM-12PM | BHQ- 481 |
| Introduction to (PC) Personal Computers | WDC007 | 12/6/2023 | 1PM-4PM | BHQ - 481 |
| Organizational Skills and Time Management | WDA004 | 12/13/2023 | 9AM-12PM | BHQ - 481 |
| Public Speaking Skills w/ PowerPoint | WDC013 | 12/13/2023 | 1PM-4PM | BHQ - 481 |

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# Districtwide Training Schedule

October – December 2023

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**COURSES FOR FOREWORKERS, SUPERVISORS, AND MANAGERS**

## October

| **Class Name** - *CLICK COURSE NAME TO REGISTER* | **Course Code** | **Date** | **Time** | **Location** |
|---|---|---|---|---|
| Communicating Up, Down, and Across BART (Part 1) | WDA005B | 10/4/2023 | 9AM-12PM | ZOOM |
| Creating and Leading High Performing Teams (Part 1) | WDL011A | 10/11/2023 | 9AM-12PM | ZOOM |
| Strategies for Better Communication | WDL017 | 10/11/2023 | 1PM-4PM | ZOOM |
| Leveraging Emotional Intelligence for Leadership Success | WDL012 | 10/12/2023 | 9AM-12PM | BHQ - 202 |
| Ethics in Action | WDA011 | 10/12/2023 | 1PM-4PM | BHQ - 202 |
| Leadership Foundations for Managers (2-Day Workshop) | WDL008 | 10/17/2023<br>10/18/2023 | 9AM-4PM<br>9AM-4PM | BHQ - 302 |

## November

| **Class Name** - *CLICK COURSE NAME TO REGISTER* | **Course Code** | **Date** | **Time** | **Location** |
|---|---|---|---|---|
| Confronting Unconscious Bias in the Workplace | WDL006 | 11/6/2033 | 1PM-4PM | ZOOM |
| Mastering Professional Presence | WDL01* | 11/14/2023 | 9AM-12PM | BHQ - 602 |
| Uniting Teams | WDL015 | 11/14/2023 | 1PM-4PM | BHQ - 602 |
| Building Your Professional Brand (Part 1) | WDL013A | 11/21/2023 | 9AM-11AM | ZOOM |
| Building Your Professional Brand (Part 2) | WDL013B | 11/21/2023 | 1PM-3PM | ZOOM |
| Leadership Foundations for Foreworkers & Supervisors (2.5-Day Workshop) | WDL007 | 11/7/2023<br>11/8/2023<br>11/9/2023 | 9AM-4PM<br>9AM-4PM<br>9AM-1PM | BHQ - 502 |

## December

| **Class Name** - *CLICK COURSE NAME TO REGISTER* | **Course Code** | **Date** | **Time** | **Location** |
|---|---|---|---|---|
| Reenergizing Your Team | WDL002 | 12/4/2023 | 9AM-12PM | BHQ - 302 |
| Intergenerational Communication Within Work Teams | WDL001 | 12/4/2023 | 1PM-3PM | BHQ - 302 |
| Courageous Conversations | WDL016 | 12/12/2023 | 9AM-12PM | ZOOM |
| Strategies for Better Communication | WDL017 | 12/12/2023 | 1PM-4PM | ZOOM |
| Leveraging Emotional Intelligence for Leadership Success | WDL012 | 12/5/2023 | 9AM-12PM | BHQ - 602 |
| Ethics in Action | WDA011 | 12/5/2023 | 1PM-4PM | BHQ - 602 |
| Leadership Foundations for Managers (2-Day Workshop) | WDL008 | 12/18/2023<br>12/19/2023 | 9AM-4PM<br>9AM-4PM | BHQ - 302 |

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# Districtwide Training Schedule

## JANUARY – MARCH 2024

## All Employees

The Workforce Development Division is pleased to offer the following professional development and computer skills classes. Click the class name to register and review the course description in the Pathlore Student Center located on Employee Connect. You may also register by sending an email to **WorkforceDevelopment@bart.gov**.

| | Class Name | Course Code | Date | Time | Location | New! Competency |
|---|---|---|---|---|---|---|
| JAN | Creating a Culture of Superior Customer Service | WDA001 | 1/8/2024 | 9 AM – 12PM | MET – CR171 | |
| | The Power of Positive Workspaces | WDA002 | 1/8/2024 | 1PM – 4PM | MET – CR171 | |
| | Managing Conflict | WDA007 | 1/11/2024 | 2PM – 4PM | BHQ – 502 | |
| | Microsoft Excel (Beginning) | WDC003 | 1/17/2024 | 9AM – 12PM | BHQ – 481 | |
| | Microsoft Word Forms, Quick Parts, and Macros | WDC025 | 1/17/2024 | 1PM – 4PM | BHQ – 481 | |
| | Microsoft Excel (Intermediate) | WDC004 | 1/24/2024 | 9AM – 12PM | BHQ – 481 | |
| | Microsoft Excel Pivot Tables (Intermediate) | WDC021 | 1/24/2024 | 1PM – 4PM | BHQ – 481 | |
| FEB | De-escalation (Part 1) | WDA003A | 2/5/2024 | 9AM – 12PM | MET CR171 | |
| | De-escalation (Part 2) | WDA003B | 2/5/2024 | 1PM – 4PM | MET CR171 | |
| | Microsoft Word (Intermediate) | WDC006 | 2/7/2024 | 9AM – 12PM | BHQ – 481 | |
| | Microsoft Excel Advanced Functions and Formulas | WDC014 | 2/7/2024 | 1PM – 4PM | BHQ – 481 | |
| | Lean 101 - Introduction to Lean Process Improvement | GTLEAN101 | 2/14/2024 | 9AM – 5PM | BHQ – 602 | |
| | Microsoft Word (Advanced) | WDC010 | 2/21/2024 | 9AM – 12PM | BHQ – 481 | |
| | Microsoft Outlook (Beginning) | WDC023 | 2/21/2024 | 1PM – 4PM | BHQ – 481 | |
| MAR | Creating a Culture of Superior Customer Service | WDA001 | 3/4/2024 | 9AM – 12PM | EMF – 228 | |
| | The Power of Positive Workspaces | WDA002 | 3/4/2024 | 1PM – 4PM | EMF – 228 | |
| | Microsoft PowerPoint (Beginning) | WDC002 | 3/13/2024 | 9AM – 12PM | BHQ – 481 | |
| | Microsoft OneNote and Forms | WDC022 | 3/13/2024 | 1PM – 4PM | BHQ – 481 | |
| | Internal Customer Service: Removing Silos & Barriers | WDA006 | 3/18/2024 | 9AM – 12PM | ZOOM | |
| | Microsoft PowerPoint (Intermediate) | WDC005 | 3/27/2024 | 9AM – 12PM | BHQ – 481 | |
| | Organizational Skills and Time Management | WDA004 | 3/27/2024 | 1PM – 4PM | BHQ – 481 | |

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**Performance Competencies Addressed**

- Customer Service
- Leadership/Ownership/Initiative
- Planning/Organization
- Flexibility/Adaptability
- Problem Solving/Decision-Making
- Working Rel./Communication
- Quality/Quantity of Work Products
- Environ. Management/Sustain.
- Workforce Dev./Succession Plan.

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**See Page 2 for Leadership Courses**

# Districtwide Training Schedule

## JANUARY – MARCH 2024

## Foreworkers, Supervisors, and Managers

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| | Class Name | Course Code | Date | Time | Location | New! Competency |
|---|---|---|---|---|---|---|
| JAN | Performance Management: BART's Program and Process | WDL009 | 1/3/2024 | 10 – 10:30AM | Teams | |
| | Performance Management: BART's Program and Process | WDL009 | 1/4/2024 | 1:30 – 2PM | Teams | |
| | Performance Management: BART's Program and Process | WDL009 | 1/10/2024 | 10 – 10:30AM | Teams | |
| | Leadership Foundations for Foreworkers & Supervisors (3-day course) | WDL007 | 1/9/2024<br>1/10/2024<br>1/11/2024 | 9AM – 4PM<br>9AM – 4PM<br>9AM – 4PM | BHQ – 502 | |
| | Uniting Teams | WDL015 | 1/16/2024 | 9AM – 12PM | BHQ – 302 | |
| | Strategies for Better Communication: Breaking Down Silos | WDL017 | 1/16/2024 | 1 – 4PM | BHQ – 302 | |
| | Courageous Conversations | WDL016 | 1/18/2024 | 9AM – 12PM | ZOOM | |
| | Creating and Leading High Performing Teams | WDL011A | 1/18/2024 | 1 – 4PM | ZOOM | |
| | Reenergizing Your Team | WDL002 | 1/29/2024 | 9AM – 12PM | BHQ – 302 | |
| | Confronting Unconscious Bias in the Workplace | WDL006 | 1/29/2024 | 1 – 4PM | BHQ – 302 | |
| FEB | Motivate, Engage, and Retain Talent | WDL022 | 2/13/2024 | 9AM – 12PM | ZOOM | |
| | Managing the Transition: From Frontline to Supervisor | WDl029 | 2/13/2024 | 1 – 4PM | ZOOM | |
| | Leveraging Emotional Intelligence for Leadership Success | WDL012 | 2/20/2024 | 9AM – 12PM | BHQ – 302 | |
| | Leading Change: Building Resilience & Alignment | WDL025 | 2/20/2024 | 1 – 4PM | BHQ – 302 | |
| | Leadership Foundations for Managers (2-day course) | WDL008 | 2/27/2024<br>2/28/2024 | 9AM – 4PM<br>9AM – 4PM | BHQ – 202 | |
| | Remote Teams: Strategies for Managing Employees | WDL024 | 2/29/2024 | 9AM – 12PM | BHQ – 302 | |
| | Building Resilience During Workplace Change | WDL023 | 2/29/2024 | 1 – 4PM | BHQ – 302 | |
| MAR | Uniting Teams | WDL015 | 3/12/2024 | 9AM – 12PM | BHQ – 302 | |
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| | Confronting Unconscious Bias in the Workplace | WDL006 | 3/18/2024 | 1 – 4PM | ZOOM | |
| | Soft Skills Mastery for Empowering Leaders | WDL027 | 3/19/2024 | 9AM – 12PM | ZOOM | |
| | Leading Virtual Teams with Confidence | WDL026 | 3/19/2024 | 1PM – 4PM | ZOOM | |
| | Leadership Foundations for Foreworkers & Supervisors (3-day course) | WDL007 | 3/19/2024<br>3/20/2024<br>3/21/2024 | 9AM – 4PM<br>9AM – 4PM<br>9AM – 1PM | BHQ – 502 | |
| | Leading Diverse and Multi-Generational Teams | WDL003 | 3/21/2024 | 2PM – 4PM | BHQ – 502 | |

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