

ADP 2016 Calendar

Session	Course	Date	Time
1	Building Credibility	Monday, January 25, 2016	8:30 a.m. to 12:30 p.m.
2	Communication	Monday, February 01, 2016	8:30 a.m. to 12:30 p.m.
3	Customer Service	Monday, February 08, 2016	8:30 a.m. to 12:30 p.m.
4	Professionalism	Monday, February 15, 2016	8:30 a.m. to 12:30 p.m.
5	Interpersonal Relationships/EQI	Monday, February 22, 2016	8:30 a.m. to 12:30 p.m.
6	Decision Making	Monday, February 29, 2016	8:30 a.m. to 12:30 p.m.
7	Time Management	Monday, March 07, 2016	8:30 a.m. to 12:30 p.m.
8	Grammar Part 1	Monday, March 14, 2016	8:30 a.m. to 12:30 p.m.
9	Grammar Part 2	Monday, March 21, 2016	8:30 a.m. to 12:30 p.m.
10	Written Communication Part 1	Monday, March 28, 2016	8:30 a.m. to 12:30 p.m.
11	Written Communication Part 2	Monday, April 04, 2016	8:30 a.m. to 12:30 p.m.
12	Word 2010	Monday, April 11, 2016	8:30 a.m. to 12:30 p.m.
13	PowerPoint 2010	Monday, April 18, 2016	8:30 a.m. to 12:30 p.m.
14	Excel 2010	Monday, April 25, 2016	8:30 a.m. to 12:30 p.m.
15	Outlook 2010	Monday, May 02, 2016	8:30 a.m. to 12:30 p.m.
16	Wrap up/Graduation	Monday, May 16, 2016	8:30 a.m. to 12:30 p.m.