

ADP 2016 Calendar

Session	Instructor	Course	Date
1	Bonnie Sandberg/Don Fleming	Building Credibility	Monday, June 20, 2016
2	Karen Harris	Communication	Monday, June 27, 2016
3	Dawn Janis	Customer Service	Monday, July 11, 2016
4	Karen Harris/Rhonda Collins-Byrd	Professionalism	Monday, July 18, 2016
5	Tara Chandler	Interpersonal Relationships/EQI	Monday, July 25, 2016
6	Tara Chandler	Decision Making	Monday, August 01, 2016
7	Bonnie Sandberg	Time Management	Monday, August 08, 2016
8	Bonnie Sandberg	Grammar Part 1	Monday, August 15, 2016
9	Bonnie Sandberg	Grammar Part 2	Monday, August 22, 2016
10	Dawn Janis	Written Communication Part 1	Monday, August 29, 2016
11	Dawn Janis	Written Communication Part 2	Monday, September 12, 2016
12	Bonnie Sandberg/Dawn Janis	Word 2010	Monday, September 19, 2016
13	Bonnie Sandberg/Dawn Janis	PowerPoint 2010	Monday, September 26, 2016
14	Bonnie Sandberg/Dawn Janis	Excel 2010	Monday, October 03, 2016
15	Bonnie Sandberg/Dawn Janis	Outlook 2010	Monday, October 10, 2016
16	Everyone	Wrap up/Graduation	Monday, October 17, 2016