

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 -What's Your Work Style Preference? (10:00am-11:30am)	18	19
20	21	22	23 -Nursing Sim Lab and OR Tour (11:30am-12:00pm) (12:00pm-12:30pm)	24	25 -Professional Growth Series (10:00am-11:30am)	26
27	28	29	30 -Public Speaking (12:00pm-1:00pm)	31 -OneDrive Essentials: Backup Your Documents (1:00pm-2:00pm)		

February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 -Credit and Spending for Young Professionals (12:00-1:00pm) -Collaborate with Office 365 Groups (1:00-2:30pm)	6 -Credit and Spending for Young Professionals (12:00-1:00pm)	7	8 -Professional Growth: A Series (10:00-11:30am) -Art and Environment as Pedagogy (8:30am-2:00pm) -Qualtrics 101 (1:00-2:30pm)	9
10	11	12 -Making Accessible Word Documents and PDFs (1:00-3:00pm)	13 -Ignation Book Discussion: A Series (12:00-1:00pm)	14 -SharePoint Users for Site Owners (1:00-3:00pm)	15	16
17	18	19 -Smart Decisions with Your Money in 20's, 30's, 40's (12:00-1:00pm)	20 -Ignation Book Discussion: A Series (12:00-1:00pm) -Process Improvement: Getting Started (9:00-10:30am) -Smart Decisions with Your Money in 20's, 30's, 40's (12:00-1:00pm)	21 -The Undocumented Student Experience (12:00-1:00pm) -Intro to iPad (11:30am-12:30pm) -Cloud Storage with OneDrive for Business and SharePoint Online (1:00-2:30pm)	22 -Public Service Loan Forgiveness for Employees (11:00-2:00pm) -Professional Growth: A Series (10:00-11:30am)	23
24	25	26 -Crafting Your Social Media Strategy (1:00-2:00pm)	27	28		

March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 -Be a Smart Patient (12:00-1:00pm)	5 -Design Professional PowerPoints (1:00-3:00pm)	6 -Ignation Book Discussion: A Series (12:00-1:00pm)	7	8 -Professional Growth: A Series (10:00-11:30am)	9
10	11	12	13	14 -Making Accessible Word Documents and PDFs (1:00-3:00pm)	15	16
17	18	19	20 -Ignation Book Discussion: A Series (12:00-1:00pm) -Performance Appraisals—Workshop for Supervisors (11:30am-1:00pm)	21 -Increase Productivity with Office 365 (1:00-2:00pm)	22	23
24	25	26	27 -Ignation Book Discussion: A Series (12:00-1:00pm) -Excel Essentials (1:00-3:00pm)	28 -Intro to iPhone (11:30am-12:30pm)	29	30
31						

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 -Performance Appraisals—Strategies for Working with Your Supervisor (11:30am-1:00pm) -Use Excel as a Data Management Tool (1:00-3:00pm)	3	4	5 -Conversation with Claude Steele, Whistling Vivaldi (12:00-1:15pm)	6
7	8	9	10 Ignation Book Discussion: A Series (12:00-1:00pm)	11 -Running Effective Meetings (10:30am-12:00pm)	12	13
14	15	16 -Microsoft Teams (1:00-3:00pm)	17	18	19	20
21	22 -Microsoft Word Tips and Tricks (1:00-3:00pm)	23 -Tour of Recycling Center (12:00-1:30pm)	24 -Ignation Book Discussion: A Series (12:00-1:00pm) -Soup with Substance (12:00-1:00pm)	25 -Tour of Recycling Center (12:00-1:30pm) -Intro to Samsung Galaxy Phone (11:30am-12:30pm)	26	27
28	29	30				

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 -OneNote Essentials (1:00-2:00pm)	2	3	4
5	6	7 -Change Management (10:30am-12:00pm) -SharePoint Online for Site Users (10:00-11:30am)	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 -Microsoft Outlook and Outlook on the Web (1:00-2:30pm)	23 -Important Conversations (10:30-12:00pm)	24	25
26	27	28	29	30	31	