

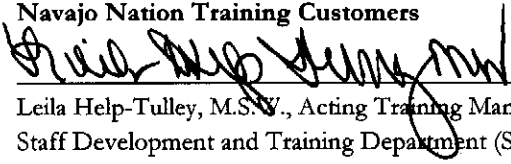


Dr. Joe Shirley, Jr.
Navajo Nation President

Ben Shelly
Navajo Nation Vice-President

MEMORANDUM

TO : Navajo Nation Training Customers

FROM : 
Leila Help-Tulley, M.S.W., Acting Training Manager
Staff Development and Training Department (SDTD)
Division of Human Resources

DATE : July 1, 2010

SUBJECT : SDTD Training Schedule and Training Sessions

Through this memo we are releasing the training schedule we have set forth for the months of July, August and September. We invite your participation to enjoy an opportunity of learning that will enhance your personal growth. All our scheduled training will be held at the Navajo Nation Training Center located in Window Rock, Arizona. Remember, our training sessions are now held four days a week. Our training team is enthusiastic to share their knowledge on various topics to be addressed.

Remember, registration is on a first come first served basis due to the limited number of spaces available. To register, call (929) 871-6691 and identify which course(s) you are registering for. Once registered, an Interdepartmental Requisition (ICR) and a Training Request Form (TRF) will need to be processed. **The ICR and TRF are required at the Training Center before training sessions begin. The ICR is required to guarantee a seat for the training session. If the ICR is not received within one week of registering, your name will be removed.**

*** Please indicate Staff Development & Training Department as the vendor (item no.12) on the TRF*

Registration fees for the Computer Training session are \$ 100.00 for the full day introductory class session, \$ 130.00 for all intermediate and advance full day class session and \$ 75.00 for a half a day classes per person per session. The registration fees for *Progressive Training* sessions are all \$ 75.00 for all class session per person. Fees collected are used exclusively to improve and acquire classroom/meeting room equipment, computer software upgrades and training materials.

Cancellation/rescheduling must be carefully managed so those placed on the waiting list will have adequate time to process the necessary paperwork. Therefore, **cancellation/rescheduling must be given 3 working days prior to the start of the session.** Rescheduling will depend on available space. **Failure to cancel or reschedule within 72 hours of the training session will result in forfeit of any registration fee(s). Absolutely NO EXCEPTIONS.**

Our doors are open for your future visit to experience an innovative and professional training opportunity provided by your Navajo Nation. Please call us or visit us if you have further inquiry. Our telephone number is (928) 871-6691.

Staff Development & Training Program

SEPTEMBER 2010

Monday	Tuesday	Wednesday	Thursday	Friday
		1 INTRODUCTION TO MS EXCEL '07 \$100/PER PERSON	2 INTRODUCTION TO MS POWERPOINT '07 \$100/PER PERSON	3 INTERNET FUNDAMENTALS \$100/PER PERSON
←-----Chinle Workforce Development-----→				
6 <i>HOLIDAY! LABOR DAY HOLIDAY</i>	7 INTERMEDIATE MS EXCEL '07 \$130/PER PERSON	8 INTERMEDIATE MS WORD '07 \$130/PER PERSON	9 INTERMEDIATE MS ACCESS '07 \$130/PER PERSON	10 INTRODUCTION TO MS POWERPOINT '07 \$100/PER PERSON
13 COMPUTER FUNDAMENTALS \$100/PER PERSON	14 INTRODUCTION TO MS WORD '07 \$100/PER PERSON	15 INTRODUCTION TO MS EXCEL '07 \$100/PER PERSON	16 INTRODUCTION TO MS POWERPOINT '07 \$100/PER PERSON	17 INTERNET FUNDAMENTALS \$0/PER PERSON
←-----Chinle Workforce Development-----→				
20	21 ADVANCE MS ACCESS '07 \$130/PER PERSON	22 ADVANCE MS EXCEL '07 \$130/PER PERSON	23 ADVANCE MS WORD '07 \$130/PER PERSON	24 CREATING CHARTS MS EXCEL '07 \$75/PER PERSON
27	28 CREATING FORMS MS WORD '07 \$75/PER PERSON	29 INTRODUCTION TO MS PUBLISHER '07 \$100/PER PERSON	30 KEYBOARDING I \$75/PER PERSON	

All Computer Software Training starts at 8:30 A.M. at the Training Center in Window Rock, AZ
Pre-Registration Required on all Classes!
 Website: www.nntrainingcenter.navajo.org
 Any questions, call me at (928) 871-6691 or E-mail me at: frederickskeet@netzero.com