

# October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> “The Information Advantage: Cowles Library Resources” 9:00 – 11:00 a.m. Cowles Library Electronic Classroom	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> “Preventing Workplace Aggression & Violence” 9:00 – 11:00 a.m. Olmsted 312-313 “Eap Resources for Managers” 11:15 – 12:15 p.m. Olmsted 312 - 313	<b>26</b> “Adobe Acrobat” 11:30 – 12:30 p.m. Carnegie Learning Center	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> “Fire Safety at Home and at Work” 11:00 a.m. – noon Levitt Hall, Old Main			

2007

# November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b> “Presentation Savvy: Put Polish in your Meeting Presentations & Communications” 9:00 a.m. – noon Levitt Hall, Old Main	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> “Navigating Change: Staying Positive, Proactive & Afloat in Rough Waters” 11:00 a.m. – noon Olmsted 312 - 313	<b>15</b> “Staying Well & Preventing Injury: At Home and at Work” 9:00 – 10:00 a.m. Bulldog Theatre, Olmsted	<b>16</b> “Drake Faculty and Students in China” 12:00 p.m. Cowles Library, Rm 201  “Identity Theft: Don’t Let it Happen to you!” 1:00 – 3:00 p.m. Bulldog Theatre, Olmsted	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> “Drake Logo Usage & Resources: Putting Our Best Foot Forward!” 9:00 – 11:00 a.m. Olmsted 310 -311	<b>29</b>	<b>30</b> “Using BlueView – The Portal” 11:30 – 12:30 p.m. Kinne Learning Lab <b>Note: Change in Location!</b>	

2007

# December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b> “Preventing Workplace Aggression & Violence” 9:00 – 11:00 a.m. Olmsted 312 - 313	<b>5</b>	<b>6</b>	<b>7</b> “I Took the Picture, Now What?” 11:30 – 12:30 p.m. Carnegie Learning Center	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					

2007

# January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> "Innovation & Creativity: Creating & Sustaining an Exceptional Learning Environment" 8:00 a.m. – noon Levitt Hall, Old Main	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b> "Communication Challenges: Generational & Communication Style Differences" 9:00 a.m. – noon Olmsted 312 - 313	<b>23</b>	<b>24</b> "The Drake Manager: Understanding Policy, Expectations & Resources" 9:00 a.m. – noon Olmsted 312 - 313	<b>25</b> "Technology Potpourri" 11:30 – 12:30 p.m. Carnegie Learning Center	<b>26</b>
<b>27</b>	<b>28</b> "Knowing How to Help the Student in Need: Skill Building & Awareness" 2:00 – 4:00 p.m. Olmsted 310 - 311	<b>29</b>	<b>30</b>	<b>31</b>		

2008

# February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					<b>1</b> “The Global Citizen: Drake Faculty and Students in Uganda” 12:30 – 1:30 p.m. Cowles Library 201	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b> “True Blue: Living the Drake Brand & Mission” 9:00 – 11:00 a.m. Olmsted 312 - 313	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> “Valentine Treats” 11:30 – 12:30 p.m. Olmsted 310 - 311 “Presentation Savvy: Put Polish in your Meeting Presentations & Communications” 1:00 – 4:00 p.m. Olmsted 310 – 311	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> “Poll the Audience” 11:30 – 12:30 p.m. Carnegie Learning Center	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> “Diversity and Understanding” 2:00 – 4:00 p.m. Olmsted 310 - 311	<b>28</b>	<b>29</b>	

2008

# March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7	8
9	10	11	12	13 "Drake Performance Management: Making Merit Pay Decisions" 9:00 – 11:00 a.m. Olmsted 312 - 313	14	15
16	17	18	19	20	21	22
23	24	25 "Drake Performance Management: Making Merit Pay Decisions" 9:00 – 11:00 a.m. Olmsted 310 - 311	26	27	28	29
30	31					

2008

# April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b>	<b>2</b> “The ‘What Do You Know About Safety?’ Game Show” 9:00 – 10:00 a.m. Olmsted 312 - 313	<b>3</b> “Drake Logo Usage & Resources: Putting Our Best Foot Forward” 1:00 – 4:00 p.m. Olmsted 312 - 313	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> “Managing Stress & Time” 11:00 a.m. – noon Olmsted 312 - 313	<b>9</b>	<b>10</b> “The Drake Manager: Understanding Policy, Expectations & Resources” 1:00 – 4:00 p.m. Olmsted 310 - 311	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> “Safety & Security Tips From Campus Security” 3:00 – 4:00 p.m. Olmsted 310 - 311	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b> “Congratulations, You’ve Hired Somebody! Now What? Developing an Orientation Plan For New Employees” 2:00 – 4:00 p.m. Olmsted 310 - 311	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			

2008

# May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b> “Investing For Women” 9:00 – 11:00 a.m. Olmsted 312 - 313	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

2008