EXPAND YOUR SKILLSET

PROJECT MANAGEMENT, ORGANIZATION AND PLANNING

The Essentials of Project Management
Learn the secrets to successful project management … how to create a plan, implement it, monitor progress, correct as necessary and deliver as promised.
June 14, June 16, June 23, June 30, July 12
1–3 p.m.
Administration Building
3700 Ross Ave., Dallas

EXCEL, MICROSOFT, PRODUCTIVITY SHEETS

Mastering Excel
This academy will show you how increase your productivity by using Microsoft Excel by focusing on the “how-to's” for breezing through spreadsheets, graphs, and pivot tables, plus useful shortcuts and time-saving techniques.
June 14, June 21, June 28, July 12
1–3 p.m.
H.B. Bell Building
2909 N. Buckner Blvd., Dallas

Hosted by: Central Office Effectiveness | Chief of Staff Office   Questions? Contact Staceye Randle at srandle@dallasisd.org