

Diné College Employee Training Schedule

Spring 2017

Topic Time	Content	Date Location Presenter
Customer Service & Preventing Hostile Work Environment 9:00am – 3:00pm	<ul style="list-style-type: none"> • Emphasize the importance of Customer Service • How to prevent a hostile work environment • Provide training on etiquette & professionalism • Being accountable & in compliance with Diné College mission, vision, and core values • Increasing overall moral in the workplace to increase production and services 	February 17, 2017 (Tsaille NHC Room 199) Pax Harvey Jr.
		March 24, 2017 (Tuba City) Pax Harvey Jr.
		April 21, 2017 (Shiprock John Pinto Library Lector Hall Room 111) Pax Harvey Jr.
First Aid/CPR/AED Training 9:00am – 5:00pm	<ul style="list-style-type: none"> • Recognize a medical emergency • Respond quickly in the right way • Gain the skills needed to save a life • Meets/Exceeds ECC & OSHA compliance standards 	January 27, 2017 (SJP Library Shiprock) Adrian C. Lewis
		February 24, 2017 (TS NHC 6 th Floor) Adrian C. Lewis
		April 14, 2017 (TS NHC 6 th Floor) Adrian C. Lewis
Culture Awareness 9:00am – 12:00pm	<ul style="list-style-type: none"> • Mission, Principles, & Philosophy of Diné College • Origin of the Ground Breaking • S.N.B.H 	February 10, 2017 (Shiprock Large Conference Room) Avery Denny
		March 3, 2017 (Cancel) (TS NHC Room 199) Avery Denny
		April 7, 2017 (TS NHC Room 199) Avery Denny

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Sexual Harassment & Harassment Training 1:00pm – 1:30pm	<ul style="list-style-type: none"> Define the difference between sexual harassment & harassment 	February 10, 2017 (Shiprock Large Conference Room) Merle Dayzie
		March 3, 2017 (Cancel) (TS NHC Room 199) Merle Dayzie
		April 7, 2017 (TS NHC Room 199) Merle Dayzie
FERPA 1:30pm – 2:00pm	<ul style="list-style-type: none"> What you need to know about FERPA Student Rights The Law 	February 10, 2017 (Shiprock Large Conference Room) Merle Dayzie
		March 3, 2017 (Cancel) (TS NHC Room 199) Merle Dayzie
		April 7, 2017 (TS NHC Room 199) Merle Dayzie
Defensive Driving	<ul style="list-style-type: none"> Online Course Sponsored by the National Safety Council's Defensive Driving Course The goal of the National Safety Council's Defensive Driving Course is to provide drivers with the knowledge and safe driving techniques to prevent collisions and violations. 	https://drivethru.gsa.gov/fmdtsys/dthome Register online and take the driving course at your own pace.

If you plan to attend any of the trainings, please submit an EDSO with all required signatures to Anjeanette Lang.

Any questions in reference to the trainings, please do not hesitate to contact Anjeanette @ extension 6603.

Schedule subject to Change. Any additional training added/omitted will be communicated to you.