

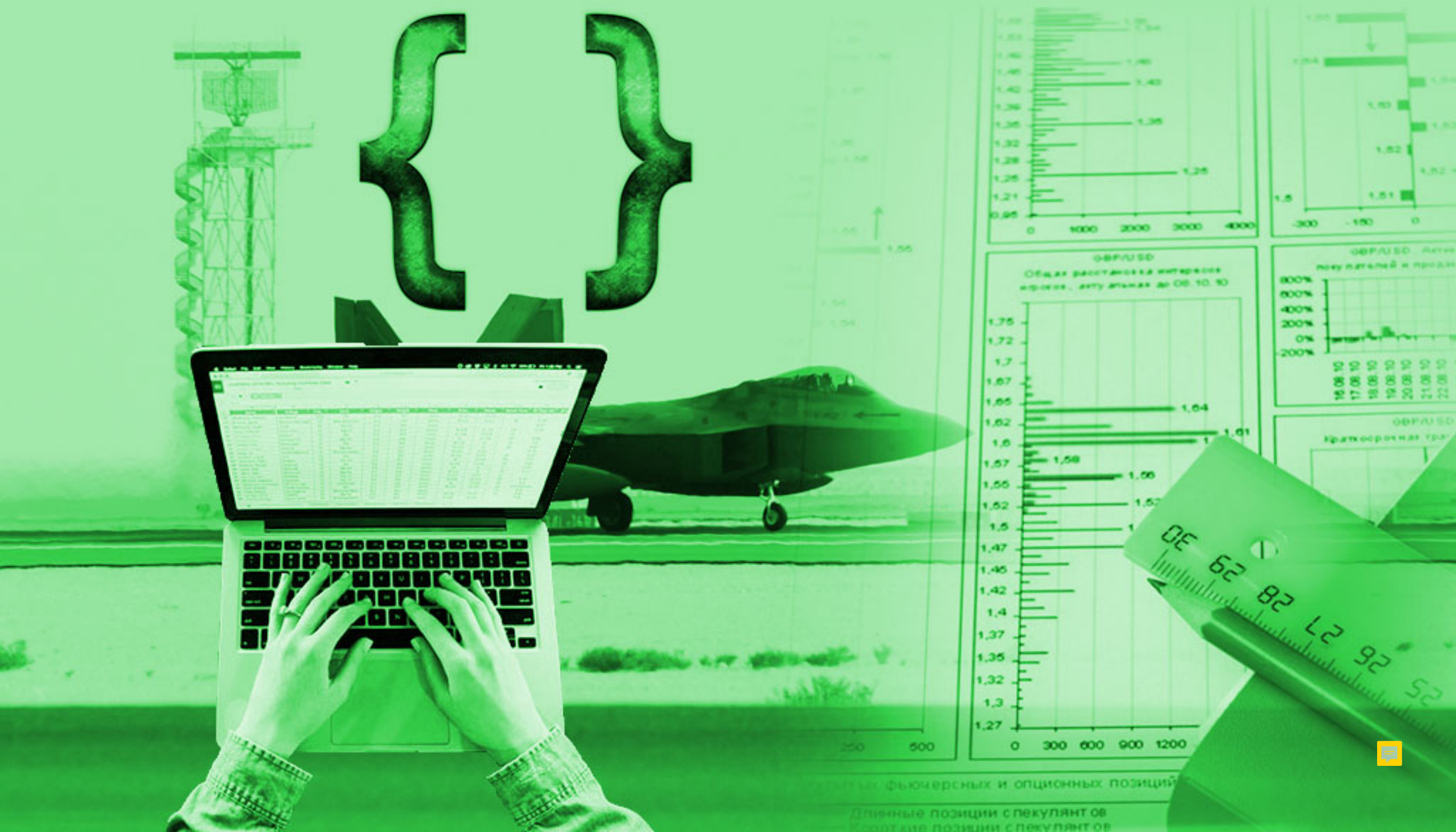
INTRODUCTION TO MICROSOFT WORD IN THE WORKPLACE PROFESSIONAL DEVELOPMENT COURSE



INTRODUCTION TO MICROSOFT EXCEL IN THE WORKPLACE PROFESSIONAL DEVELOPMENT COURSE



ADVANCED MICROSOFT EXCEL IN THE WORKPLACE PROFESSIONAL DEVELOPMENT COURSE



INTRODUCTION TO MICROSOFT POWERPOINT IN THE WORKPLACE PROFESSIONAL DEVELOPMENT COURSE



WHO How
WHEN ? WHAT
WHERE WHY

INTRODUCTION TO MICROSOFT OUTLOOK IN THE WORKPLACE PROFESSIONAL DEVELOPMENT COURSE

Meeting
14:30

Save
the
date



FINANCIAL MANAGEMENT PROFESSIONAL DEVELOPMENT COURSE



MENTORING

PROFESSIONAL DEVELOPMENT COURSE



BULLET WRITING

PROFESSIONAL DEVELOPMENT COURSE



• Led flight of 6 enl/3 officers/3 civilians; drove 2.5K appts/\$455K in care--#1 of 5 Physical Therapy flts in AFSB
• Co-Chair'd Deployed Family Dinner; wrote script/solicit'd donations/food prep--136 attendance/sup
• Finalized EOD fencing project; secured bomb squad with high-tech security perimeter--protected
• Flt DMHRSi pgm mgr; audited/approved 216 entries, 11 Amn/contracts--justified 19K man-hr
• Crushed CAP Insp! Verifi'd 1K items/178K tests, assessor raved as "Excellent"--nail'd 99.5% p
• Penned e-class ops guide f/1st ever VNCOA ILE crs; 96 students/168 acad hrs/864 reqts--propel
• Aced Edu & Tng SAV; 7 records audited w/zero discrepancies--catalyst to MDG's 3-yr Nation
• Managed Info Tech/facility renovation; coordinated \$48K project upgrades--enhanced ILE for 672 NCOs annually

• VNCOIC Physical Therapy/E7 billet; led 12 enl/ofcr/civs & drove 2.5K appts/\$455K in care--#1 of 5 clinics in AFSB
• Led Deployed Family Dinner; mng'd 36 NCOs/18 activities/8 raffles--raised \$2.5K/lrgst DFD Wg's seen/200
• Finalized EOD fencing contract; enabled hi-tech security perimeter upgrade--concluded \$96K proj/\$5.2B asse
• Flight manpower prgm; audited/approved 216 entries f/11 Amn/contracts--justified 19K hrs/\$360
• Regional accreditation insp; validated 1K items/178K tests--earned 99.5% "Excellent" rtg/2-yr
• Ops guide; synced 3 orgs/simplified complex instructions--Wg approved

• 7 records audited/zero discrepancies--catalyst to MDG's 3-yr National Accreditation
• Managed facility IT design/wireless local network--enhanced ILE for 672 NCOs annually

