

## TRAINING SCHEDULE 2021-2022

Training session formats:	(1) Group training/open sessions in Zoom**					
	(2) Self-Service Video Tutorials and recordings of Zoom sessions					
	(3) Personalized/Individual sessions Via Zoom request by email sking@sdccd.edu					
	(4) Anytime, Email or call A-109; x2509 sking@sdccd.edu bherrin@sdccd.edu amccomb@sdccd.edu					
Date	Time	Location	Intended Audience	Topic		FLEX#
Wednesday, Sept 29	11:00 am-12:00 pm	Zoom	Lead Writers	Orientation & TaskStream Intro	Meeting ID: 991 0368 4818	10596
Monday, Oct 4	3:00pm-4:00 pm	Zoom	ALL	Research/Data Training	Meeting ID: 920 1465 9904	10597
Monday, Oct 11	11:00 am-12:00 pm		ALL	Resource Request: CHP form	Meeting ID: 996 7235 7944	10598
Friday, Oct 15	10:00 am - 11:00 am	Zoom	Lead Writers	Open work session	Meeting ID: 927 5678 3310	10599
Monday, Oct 18	11:00 pm-12:00 pm	Zoom	ALL	Resource Request: FHP form	Meeting ID: 998 4319 6398	10601
Monday, Oct 18	3:00 pm-4:00 pm	Zoom	All	Resource Request: BARC form	Meeting ID: 97504800378	10600
Friday, Nov 5	11:00 am-12:00 pm	Zoom	Lead Writers	Open work session	Meeting ID: 927 5678 3310	10602
Monday, Dec 6	11:00 am-12:00 pm	Zoom	Lead Writers	Open work session	Meeting ID: 927 5678 3310	10603

### Timeline

Monday, Dec 6	by midnight		Lead Writers	Must be ready to review
Monday, Dec 6 thru Friday, Jan 10, 2021			Managers	Enter reviews into Taskstream
Tuesday, Jan 11 thru Monday, Feb 7, 2021			Lead Writers	Final edits
Monday, Feb 7	by midnight		ALL	System closes

\*\*ZOOM trainings will be recorded and posted on website.

Open work sessions: Trainers available