

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 HOLIDAY - New Year's Day	2
3	4	5	6	7	8 WTE Full-Time Salaried Employee to Submit	9
10	11 WTE Full-Time Salaried Employee Approver to Approve	12	13	14	15	16
17	18 HOLIDAY - Martin Luther Kin, Jr. Day	19	20	21	22	
24 WTE Full- Time Salaried Em- ployee to Sub- mit	25 New Employee Orientation Webb Ctr – Isle of Wight- 8:15  WTE Full-Time Salaried Employee Approver to Approve	26	27	28	29	30
31						

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Supervisor Essentials- Understanding Your Re- sponsibility/Orientation Webb Ctr Cape Charles- 8:30-12:00 75B 79@@98	3	4 LMDC1 Orientation & Fish Philosophy-Webb Ctr -Chesapeake- 9:00 -12:00	5	6
7	8	9 Supervisor Essentials- Performance Mgt Over- view-Webb Ctr- Chesapeake-8:30-12:00  WTE Full-Time Salaried Employee to Submit	10 WTE Full-Time Salaried Employee Approver to Approve	11 LMDC2 Project Mgt— Webb Ctr—James River/ Lynn 9:00 -12:00	12	13
14	15	16	17	18 LMDC3 Ethical Leader- ship 9:00-12:00—Webb Ctr -James River/Lynn—9:00- 12:00	19	20
21	22	23	24 WTE Full-Time Salaried Employee to Submit	25 New Employee Orientation Webb Ctr – Smithfield-8:15  LMDC1 Taking Control Of Your Time-Webb Ctr- James/Lynn-9:00 -12:00  WTE Full-Time Salaried Employee Approver to Approve	26	27
28						

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9 WTE Full-Time Salaried Employee to Submit	10 WTE Full-Time Salaried Employee Approver to Approve	11 LMDC2 Personal Style & Communication—Webb Ctr—Cape Charles 9:00 – 12:00	12	13
14	15	16	17	18 LMDC3 Situational Lead- ership—Webb Ctr – Potomac/York—9:00-12:00	19	20
21	22	23	24 WTE Full-Time Salaried Employee to Submit	25 LMDC1 Taking Effective Communication Skills - Webb Ctr-Portsmouth-9:00 –12:00  WTE Full-Time Salaried Employee Approver to Approve	26 New Employee Orientation Webb Ctr – Smithfield-8:15	27
28		29	30	31		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 LMDC2 Mentoring-Webb Ctr-James/Lynn 9:00 – 12:00	2	3
4	5	6	7	8 LMDC3 Creating & Main- taining Effective & Diverse Workforce—Webb Ctr – Cape Charles—9:00-12:00	9 WTE Full-Time Salaried Employee to Submit	10
11	12 WTE Full-Time Salaried Employee Approver to Approve	13	14	15 LMDC1 Being an Effective Team Player -Webb Ctr- Portsmouth-9:00 –12:00	16 Open Enrollment begins	17
18	19	20	21	22	23	24 WTE Full- Time Salaried Em- ployee to Sub- mit
25	26 WTE Full-Time Salaried Employee Approver to Approve	27 New Employee Orientation Webb Ctr – Cape Charles- 8:15	28 LMDC2 Behavior Based Coaching Part I-Web Ctr – Cape Charles 9:00 –12:00	29 LMDC2 Behavior Based Coaching Part II-Web Ctr –Cape Charles 9:00 –12:00	30	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 LMDC3 Executive Presentation—Webb Ctr – Cape Charles—9:00-12:00	5 LMDC3 Executive Presentation-Webb Ctr -Cape Charles-9:00-12:00	6	7	8
9 WTE Full-Time Salaried Employee to Submit	10 WTE Full-Time Salaried Employee Approver to Approve	11	12	13 LMDC1 Conflict Resolution -Webb Ctr-Chesapeake-9:00 –12:00	14	15
16	17 Open Enrollment ends	18	19	20 LMDC2 Stress Mgt-Webb Ctr-Chesapeake 9:00 –12:00	21	22
23	24 WTE Full-Time Salaried Employee to Submit	25 New Employee Orientation Webb Ctr – James/Lynn-8:15  WTE Full-Time Salaried Employee Approver to Approve	26	27 LMDC3 Managing Change-Webb Ctr – Chesapeake—9:00-12:00	28	29
30	31 HOLIDAY-Memorial Day					

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 LMDC1 Reflection & Book Review-Webb Ctr – VA Beach-9:00-12:00	9 LMDC2 Reflection & Book Review-Webb Ctr – Chesapeake-9:00-12:00 WTE Full-Time Salaried Employee to Submit	10 LMDC3 Reflection & Book Review-Webb Ctr – Chesapeake-9:00-12:00 WTE Full-Time Salaried Employee Approver to Approve	11	12
13	14	15	16	17	18	19
20	21	22	23	24 WTE Full-Time Salaried Employee to Submit	25 WTE Full-Time Salaried Employee Approver to Approve New Employee Orientation Webb Ctr – James/Lynn- 8:15	26
27	28	29	30			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 HOLIDAY— Independence Day observed	6	7	8	9 WTE Full-Time Salaried Employee to Submit	10
11	12 WTE Full-Time Salaried Employee Approver to Approve	13	14	15	16	17
18	19	20	21	22	23	24 WTE Full-Time Salaried Employee to Submit
25	26 WTE Full-Time Salaried Employee Approver to Approve	27 New Employee Orientation Webb Ctr – James/Lynn-8:15	28	29	30	31

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 WTE Full-Time Salaried Employee to Submit	10 WTE Full-Time Salaried Employee Approver to Approve	11	12	13	14
15	16	17	18	19	20	21
22	23	24 WTE Full-Time Salaried Employee to Submit	25 New Employee Orientation Webb Ctr – Cape Charles- 8:15  WTE Full-Time Salaried Employee Approver to Approve	26	27	28
29	30	31				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 HOLIDAY-Labor Day	10	11	12 WTE Full-Time Salaried Employee to Submit	13 WTE Full-Time Salaried Employee Approver to Approve	14
15	16	17 SE - Understanding Your Responsibilities/ Orientation, Gornto Rm 219	18	19 TIAA-CREF Counseling, Webb Ctr - Rabbi Reich	20	21
22	23	24 SE - Situational Leadership Part 1, Gornto - Rm 219	25	26	27 WTE Full-Time Salaried Employee to Submit	28
29	30 -New Employee Orientation, Webb Ctr – Virginia Rice - 8:15 - Fidelity Counseling, Webb Ctr - Rabbi Reich WTE Full-Time Salaried Employee Approver to Approve	31 SE - Situational Leadership Part 2, Gornto - Rm 219		1 Plan Year July 2009 - June 2010 Flexible Reimbursement Account Plan Submission Deadline		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Faculty/AP Faculty Optional Retirement Plan (ORP) Open Enrollment begins	2
3	4	5	6	7	8	9 WTE Full-Time Salaried Employee to Sub-
10	11 WTE Full-Time Salaried Employee Approver to Approve	12 SE - Progressive Discipline, Gornto Rm 219, 8:30 - 12:00	13	14	15	16
17	18	19 - SE - Understanding Grievance Process, Gornto Rm 219, 8:30 - 12:00 - TIAA-CREF Counseling, Webb Center-Rabbi Reich	20 TIAA-CREF Counseling, Webb Center - Rabbi Reich	21	22	23
24 WTE Full-Time Salaried Employee to Submit	25 WTE Full-Time Salaried Employee Approver to Approve	26 New Employee Orientation Webb Ctr – Virginia Rice - 8:15  SE - Grievance Practical Application/Lab, Gornto Rm 219, 8:30 - 12:00	27	28	29	30 Faculty/AP Faculty ORP Open Enrollment ends
31						

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1		2 Classification & Compensation, Gornto Rm 219, 8:30 - 12:00	3	4	5	6
7	8	9 Recruitment, Selection & Hiring, Gornto Rm 219, 8:30 - 12:00	10 TIAA-CREF Counseling, Webb Ctr, Rabbi Reich  WTE Full-Time Salaried Employee Approver to Approve	11	12	13
14	15	16 Position Description (PD), Gornto Rm 219, 8:30 - 12:00	17	18	19	20
21	22 WTE Full-Time Salaried Employee Approver to Approve	23 New Employee Orientation, Webb Ctr – Virginia Rice - 8:15	24 WTE Full-Time Salaried Employee to Submit  HOLIDAY-1/2 Day-Day Before Thanksgiving, close at noon	25 HOLIDAY - Thanksgiving Day	26	27
28	29	30 Leave Mgt, Part 1, Gornto Rm 219, 8:30 - 12:00				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 Leave Mgt, Part 2, Gornto Rm 219, 8:30 - 12:00	8	9 WTE Full-Time Salaried Employee to Submit	10 WTE Full-Time Salaried Employee Approver to Approve	11
12	13	14	15	16 New Employee Orientation Webb Ctr – Virginia Rice - 8:15	17	18
19	20 WTE Full-Time Salaried Employee Approver to Approve	21	22	23	24 HOLIDAY– Christmas Day Observed  WTE Full-Time Salaried Employee to Submit	25
26	27 HOLIDAY	28 HOLIDAY	29 HOLIDAY	30 HOLIDAY	31 HOLIDAY New Year's Day Observed	