

Training and Development Plan
Division of Air Quality

All Employees Administrative Training	Source for Training	Course No.	Time Frame
DAQ Orientation	DAQ		1-month
DENR Orientation	DENR		3-months
Unlawful Workplace Harassment	DENR		6-months
Microsoft Windows 2000	OSP		As needed
Microsoft Word 2000 - Level 1	OSP		As needed
Microsoft Word 2000 - Level 2	OSP		As needed
Microsoft Word 2000 - Level 3	OSP		As needed
Microsoft Excel 2000 - Level 1	OSP		As needed
Microsoft Excel 2000 - Level 2	OSP		As needed
Microsoft Excel 2000 - Level 3	OSP		As needed
Microsoft Access 2000 - Level 1	OSP		As needed
Microsoft Access 2000 - Level 2	OSP		As needed
Microsoft Access 2000 - Level 3	OSP		As needed
Microsoft PowerPoint 2000 - Level 1	OSP		As needed
Microsoft PowerPoint 2000 - Level 2	OSP		As needed
IMPAQ Familiarization	DAQ		As needed