

## Gelisa Lewis

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**From:** Connect  
**Sent:** Wednesday, December 16, 2015 4:38 PM  
**To:** Connect  
**Subject:** CONNECT Hands-On Workshops End Thursday



Hello Judiciary Employees,

As we previously announced, CONNECT is offering a variety of opportunities for you to receive in-person support on how to use CONNECT.

Tomorrow, Thursday 12/17, is the last day for our remaining “Hands-On Workshop” sessions being held at the JECC. All of the 2-hour time slots still have many openings for you to register.

These workshops are an opportunity to supplement your learning of CONNECT by working directly with instructors on specific areas that are a challenge for you. These are not formal training sessions; but instead, each 2-hour session will be an informal, unstructured format to receive additional instruction based on your questions.

Be sure to take advantage of this wonderful opportunity to have one of the trainers address your questions in person. Click on the link next to the relevant Hands-on Workshop you would like to attend select a time slot that is convenient for your schedule.

These workshops will take place at the JECC in the lower level Training Rooms.

### **MANAGER-FOCUSED HANDS-ON WORKSHOP – SUPERVISORS/ MANAGERS ONLY (2-HOUR BLOCKS) (REGISTER**

**AT: [www.SignUpGenius.com/go/20F0545ADA929A1FA7-connect6](http://www.SignUpGenius.com/go/20F0545ADA929A1FA7-connect6))**

These workshops are for Supervisors/Managers only. They provide supervisors and managers an informal, unstructured format to work directly with instructors specifically on approvals and other challenges that are specific to your roles within the approval workflow. These are not formal training sessions.

Participants must have completed some form of training on the particular topic that you would like to cover – either in a classroom or online - prior to attending a workshop. Click [HERE](#) to access the online training in the [CONNECTed Training Library](#).

### **EMPLOYEE-FOCUSED HANDS-ON WORKSHOP (2-HOUR BLOCKS) (REGISTER**

**AT: [www.SignUpGenius.com/go/20F0545ADA929A1FA7-connect5](http://www.SignUpGenius.com/go/20F0545ADA929A1FA7-connect5))**

Focusing on the activities that employees need to complete in CONNECT, these workshops are for any employee. They will not, however, focus on approval processes or other transactions required of supervisors/managers. Each 2-hour sessions will be an informal, unstructured format; they are not formal, instructor-led training classes. Participants can use some of the classroom training exercises to reinforce their learning, or ask for one-on-one support from the moderators in the room.

Participants must have completed some form of training on the particular topic that you would like to cover – either in a classroom or online - prior to attending a workshop. Click [HERE](#) to access the online training in the [CONNECTed Training Library](#).

**KNOW YOUR *CONNECTORS***

Be sure to reach out to your CONNECTors (click [HERE](#) for the [list of CONNECTors](#)) for additional information or questions that you may have.

Thanks,  
The CONNECT Team