

# 2017 - 2018 COMMUNICATIONS TOOLKIT TRAINING SCHEDULE

## September

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## October

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## December

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## January

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## February

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## March

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## April

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## May

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## June

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## EVERY THIRD THURSDAY TRAINING

Every Third Thursday Training, (ETT Training) is a monthly small-group training that takes place in the offices of University Relations and Creative Services in Wingo 113. We focus on hands-on, solution-based training where you can get feedback and learn about resources and best practices. *Registration required. uca.edu/toolkit*

### ETT Training Topic Schedule

9-10 am	WordPress
10-11 am	WordPress Forms
11 am - 12	Social Media
12-1 pm	BEARSHARE Brand Portal & Template Editor
1- 2 pm	Branding and Graphics
2 - 3 pm	Copyediting
3 - 4pm	Photography

### Dates

Sept 21, 2017  
Oct 19  
Nov 16  
Jan 18, 2018  
Feb 15  
Mar 22  
April 19  
May 17  
June 21

## LUNCH AND LEARN TRAINING

Lunch and Learn Trainings are specialized trainings that go in-depth in topics with a question and answer session. These training sessions are small-group sessions taught by University staff and industry professionals. Trainings take place in Wingo 210, from 11:30 am to 12:30 pm. *Seating limited. Registration required. uca.edu/toolkit*

### Lunch and Learn Topic Schedule

Oct 2	Basics of Public Relations
Dec 1	Marketing Your Event
Feb 2	Mail School
April 6	Paper School

## WEBINAR TRAINING

Webinar trainings are designed for those who want to attend trainings from the convenience of their office. These trainings use the Google Hangout platform so attendees can see the presentation, participate by asking questions, or watch the recording on their own time. Trainings take place from 11 am - 12 noon. *Registration required. uca.edu/toolkit*

### Webinar Topic Schedule

Sept 4	Digital Asset Management Introduction
Nov 3	WordPress
Jan 9	WordPress Forms
March 2	Copyediting
May 11	Design, Identity and Graphics

## TRAINING ON-DEMAND

Whether you simply can't make it to any of the listed trainings, need your entire office trained at once, or want one-on-one training for any of our training topics, we can schedule a training that will help. We do one-on-one trainings and office-wide trainings on-site. Email [branding@uca.edu](mailto:branding@uca.edu) for more information or to schedule your training.

Register for training sessions at  
[uca.edu/toolkit](http://uca.edu/toolkit)



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