

# Finance Instructor-Led Training Schedule

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This schedule lists instructor-led training (ILT) sessions only. Assessments and eLearning courses are not listed — please access and complete them directly in Team Georgia Learning as assigned in your Learning Program(s).

## GA@WORK Banking & Settlement Management

Course Duration: 3.5 hours; Delivery Method: In-person ILT

<u>Date</u>	<u>Time</u>	<u># Sessions</u>	<u>Date</u>	<u>Time</u>	<u># Sessions</u>	<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 7	8:30 a.m. – 12 p.m.	1	April 28	1 – 4:30 p.m.	1	May 18	8:30 a.m. – 12 p.m.	1
April 7	1 – 4:30 p.m.	1	April 30	8:30 a.m. – 12 p.m.	1	May 20	8:30 a.m. – 12 p.m.	1
April 13	8:30 a.m. – 12 p.m.	1	April 30	1 – 4:30 p.m.	1	May 26	8:30 a.m. – 12 p.m.	1
April 13	1 – 4:30 p.m.	1	May 4	8:30 a.m. – 12 p.m.	1	May 28	8:30 a.m. – 12 p.m.	1
April 23	8:30 a.m. – 12 p.m.	1	May 4	1 – 4:30 p.m.	1	May 28	1 – 4:30 p.m.	1
April 23	1 – 4:30 p.m.	1	May 11	8:30 a.m. – 12 p.m.	1	June 1	9 – 12 p.m.	1
April 28	8:30 a.m. – 12 p.m.	1	May 13	9 a.m. – 12 p.m.	1	June 3	8:30 a.m. – 12 p.m.	1
						June 3	1 – 4:30 p.m.	1

**NOTE:** In-person ILT courses will take place in Atlanta at the George “Sloppy” Floyd Building. Employees will be able to see specific room locations in Team Georgia Learning

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## GA@WORK for Accounts Receivable Operations Leads

Course Duration: 3 hours; Delivery Method: Virtual ILT

<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 9	9 – 11:30 a.m.	1
April 13	9 – 11:30 a.m.	1
April 23	9 – 11:30 a.m.	1
April 29	9 – 11:30 a.m.	1
April 30	9 – 11:30 a.m.	1
May 13	9 – 11:30 a.m.	1
May 20	9 – 11:30 a.m.	2

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## GA@WORK Business Assets 1 & 2

Course Duration: 6 hours; Delivery Method: In-person ILT

<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 14	9 a.m. – 3 p.m.	1
April 16	9 a.m. – 3 p.m.	1
April 26	9 a.m. – 3 p.m.	1
April 29	9 a.m. – 3 p.m.	1
May 5	9 a.m. – 3 p.m.	1
May 7	9 a.m. – 3 p.m.	1
May 12	9 a.m. – 3 p.m.	1
May 14	9 a.m. – 3 p.m.	1
May 18	9 a.m. – 3 p.m.	1
May 19	9 a.m. – 3 p.m.	1
May 21	9 a.m. – 3 p.m.	1
June 2	9 a.m. – 3 p.m.	1
June 4	9 a.m. – 3 p.m.	1

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## GA@WORK for Customer Billing & Payment Specialists

Course Duration: 3 hours; Delivery Method: Virtual ILT

Date	Time	# Sessions
April 7	9 a.m. – 12 p.m.	1
April 23	9 a.m. – 12 p.m.	1
April 30	9 a.m. – 12 p.m.	1
April 30	1 – 4 p.m.	1
May 7	9 a.m. – 12 p.m.	1
May 7	1 – 4 p.m.	1
May 21	9 – 11:30 a.m.	1
May 21	1 – 4:00 p.m.	1
May 26	9 a.m. – 12 p.m.	1
May 26	1 – 4 p.m.	1

## GA@WORK Financial Accounting 1

Course Duration: 3 hours; Delivery Method: Virtual ILT

Date	Time	# Sessions
April 6	9 a.m. – 12 p.m.	1
April 6	1 – 4 p.m.	1
April 7	9 a.m. – 12 p.m.	1
April 7	1 – 4 p.m.	1
April 16	1 – 4 p.m.	1
April 21	9:30 a.m. – 12 p.m.	1
April 21	1 – 4 p.m.	1
April 23	9 a.m. – 12 p.m.	1
April 23	1 – 4 p.m.	1
April 27	9 a.m. – 12 p.m.	1
April 27	1 – 4 p.m.	1
April 28	9 a.m. – 12 p.m.	1
April 28	1 p.m. – 4 p.m.	1
April 29	9 a.m. – 12 p.m.	1
April 29	1 – 4 p.m.	1

## GA@WORK Financial Accounting 2

Course Duration: 3 hours; & Delivery Method: In-person ILT

Date	Time	# Sessions
April 22	9 a.m. – 12 p.m.	1
April 23	1 – 4 p.m.	1
April 30	9 a.m. – 12 p.m.	1
April 30	1 – 4 p.m.	1
May 6	9 a.m. – 12 p.m.	1
May 6	1 – 4 p.m.	1
May 13	1 – 4 p.m.	1
May 19	9 a.m. – 12 p.m.	1
May 19	1:30 – 4:30 p.m.	1
May 21	1 – 4 p.m.	1
May 28	1 – 4 p.m.	1
June 1	9 a.m. – 12 p.m.	1
June 1	1:30 – 4:30 p.m.	1
June 3	9 a.m. – 12 p.m.	1
June 3	1:30 – 4:30 p.m.	1

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## GA@WORK Financial Budget Management

Course Duration: 4 hours; & Delivery Method: Virtual ILT

<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 6	1 – 5 p.m.	2
April 15	1 – 5 p.m.	2
April 20	1 – 5 p.m.	2
April 27	1 – 5 p.m.	2
May 4	1 – 5 p.m.	2
May 18	1 – 5 p.m.	1
June 1	1 – 5 p.m.	2

## GA@WORK Manage Accounts Payable 1

Course Duration: 2.5 hours; & Delivery Method: In-person ILT

<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 7	9:30 a.m. – 12 p.m.	1
April 7	1 – 3:30 p.m.	1
April 9	9:30 a.m. – 12 p.m.	1
April 9	1:30 – 4 p.m.	1
April 22	9:30 a.m. – 12 p.m.	1
April 22	9:30 a.m. – 12 p.m.	1
April 27	1:30 – 4 p.m.	1
April 27	9:30 a.m. – 12 p.m.	1
April 30	9:30 a.m. – 12 p.m.	1
April 30	1:30 – 4 p.m.	1
May 4	9:30 a.m. – 12 p.m.	1
May 4	1:30 – 4 p.m.	1

## GA@WORK Manage Accounts Payable 2

Course Duration: 2.5 hours; & Delivery Method: In-person ILT

<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 22	9:30 a.m. – 12 p.m.	1
April 22	1:30 – 4 p.m.	1
April 28	9:30 a.m. – 12 p.m.	1
April 28	1:30 – 4 p.m.	1
April 30	9 a.m. – 12 p.m.	1
April 30	1:30 – 4 p.m.	1
May 4	9:30 a.m. – 12 p.m.	1
May 4	1:30 – 4 p.m.	1
May 6	9:30 a.m. – 12 p.m.	1
May 6	1:30 – 4 p.m.	1
May 19	9:30 a.m. – 12 p.m.	1
May 19	1:30 – 4 p.m.	1
May 20	1:30 – 4 p.m.	1

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## GA@WORK Grants Management

Course Duration: 3 hours; & Delivery Method: In person ILT

Date	Time	# Sessions
May 5	9 a.m. – 12 p.m.	1
May 5	1 – 4 p.m.	1
May 7	9 a.m. – 12 p.m.	1
May 7	1 – 4 p.m.	1
April 20	9 a.m. – 12 p.m.	1
April 20	1:30 – 4:30 p.m.	1
April 22	9 a.m. – 12 p.m.	1
April 22	1:30 – 4:30 p.m.	1
April 27	9 – 11:30 a.m.	1
April 27	1 – 4 p.m.	1
April 29	1 – 4 p.m.	1
May 13	9 a.m. – 12 p.m.	2
May 26	9 a.m. – 12 p.m.	1
June 2	9 a.m. – 12 p.m.	1

## GA@WORK Project Management

Course Duration: 3 hours; Delivery Method: In person ILT

Date	Time	# Sessions
April 29	9 a.m. – 12 p.m.	1
May 5	9 a.m. – 12 p.m.	1
May 11	9 a.m. – 12 p.m.	1

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## GA@WORK for Supplier Liaisons

Course Duration: 6 hours; Delivery Method: In-person ILT

Date	Time	# Sessions
April 21	9 a.m. – 11:30 a.m.	1
April 28	9 a.m. – 11:30 a.m.	1
May 7	9 a.m. – 11:30 a.m.	1
May 7	1 p.m. – 3:30 p.m.	2
May 11	9 a.m. – 11:30 a.m.	2
May 12	9 a.m. – 11:30 a.m.	1
May 27	9 a.m. – 11:30 a.m.	1
May 27	9 a.m. – 11:30 a.m.	1

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## GA@WORK Manage Time & Absence

Course Duration: 3 hours; Delivery Method: Virtual ILT

<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 6	9 a.m. – 12 p.m.	3
April 13	9 a.m. – 12 p.m.	3
April 20	9 a.m. – 12 p.m.	3
May 4	9 a.m. – 12 p.m.	3
May 6	9 a.m. – 12 p.m.	3
May 11	9 a.m. – 12 p.m.	3
May 12	9 a.m. – 12 p.m.	3
May 19	9 a.m. – 12 p.m.	3
May 21	9 a.m. – 12 p.m.	3
June 2	9 a.m. – 12 p.m.	3

## GA@WORK Manage Payroll

Course Duration: 8 hours; Delivery Method: In-Person

<u>Date</u>	<u>Time</u>	<u># Sessions</u>	<u>Date</u>	<u>Time</u>	<u># Sessions</u>
April 6	8:30 a.m. – 4:30 p.m.	1	May 12	8:30 a.m. – 4:30 p.m.	1
April 8	8:30 a.m. – 4:30 p.m.	1	May 14	8:30 a.m. – 4:30 p.m.	1
April 14	8:30 a.m. – 4:30 p.m.	1	May 19	8:30 a.m. – 4:30 p.m.	1
April 16	8:30 a.m. – 4:30 p.m.	1	May 20	8:30 a.m. – 4:30 p.m.	1
May 5	8:30 a.m. – 4:30 p.m.	1	May 27	8:30 a.m. – 4:30 p.m.	1
May 5	8:30 a.m. – 4:30 p.m.	1	June 1	8:30 a.m. – 4:30 p.m.	1
May 7	8:30 a.m. – 4:30 p.m.	1	June 3	8:30 a.m. – 4:30 p.m.	1

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