

## **AdvOPD Training Schedule**

**Date:** Friday, January 20, 2023

**Time:** 9:00 – 10:00 am

**For:** Support Staff

**Training:** *Petitions to Revoke and Related Matters*

**Date:** Friday, January 27, 2023

**Time:** 9:00 – 10:00 am

**For:** Attorneys and Support Staff

**Training:** *Attorney Timekeeping*

**Date:** Friday, February 3, 2023

**Time:** 9:00 – 10:00 am

**For:** Attorneys and Support Staff

**Training:** *Creating and Maintaining DN Matters*

**Date:** Friday, February 10, 2023

**Time:** 9:00 – 10:00 am

**For:** All Employees

**Training:** *All Things Calendaring*

**Date:** Friday, February 17, 2023

**Time:** 9:00 – 10:00 am

**For:** All Employees

**Training:** *Media/File/Audio Uploading and Merging Documents*

**Date:** Friday, February 24, 2023

**Time:** 9:00 – 10:00 am

**For:** Attorneys and Investigators

**Training:** *Subpoenas and Other Available Documents*

**Date:** Friday, March 3, 2023

**Time:** 9:00 – 10:00 am

**For:** All Employees

**Training:** *AdvOPD Tips and Tricks*