



**Pre-Employment Program**  
 UMHS HR Department  
 2901 Hubbard St., Ste. 1111  
 Ann Arbor, MI 48109  
 T: 734-936-8790  
 F: 734-615-2397  
 umhs-hr-pep@med.umich.edu



## TRAINING AND DEVELOPMENT CENTER (TDC)

Are you interested in improving your skills and marketability at a time that is convenient for you, at your own pace, in the comfort of your home...and without spending a penny?

If so, this training is definitely for you!

Courtesy of Manpower, Inc. and TDC, the Pre-Employment Program (PEP) can register you for over 4000 free on-line computer training courses designed for you to learn, among many other topics, today's most popular software programs widely in use at UMHS. Some of the basic training courses include, but are not limited to: Word, Excel, PowerPoint, Access, Technical I/T programming products in addition to college-level business courses.

Upon registration, you will receive a confirmation E-mail from: [umhs-hr-pep@med.umich.edu](mailto:umhs-hr-pep@med.umich.edu). This important E-mail will provide you with log-in information along with step-by-step instructions regarding how to access and begin the TDC training.

**Please note:** Electronic E-mail filters may consider this message to be spam or junk mail and could possibly redirect the message to your trash. If you have such filters, we suggest adding the above-listed address to your address book. We wouldn't want you to miss out on this great training opportunity!



### TDC REGISTRATION FORM (please print clearly)

- New User
- Reactivation/Extension

Date: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Trainee Name (print): \_\_\_\_\_ Trainee Signature: \_\_\_\_\_