COMPLIANCE, MANAGEMENT, SUPERVISION

New Management Orientation - February 12, 8:30-10:30; March 12, 8:30-Noon
FML Policy and Procedures - February 12, 10:30-Noon; March 12, 10:30-Noon
I9 Compliance and Processing - February 13, 9:00-10:00
UA Essentials for Management:
  Recruitment and Selection - February 4, 1:30-4:30
  Policy and Procedure - February 18, 1:30-4:30
  Communicating Expectations - February 25, 1:30-4:30
  Managing Performance - March 4, 1:30-4:30

FINANCIAL

P-Card Policy and Procedures - February 6, 9:00-Noon & P-Card Works - February 6, 1:30-4:00
Banner Finance - February 13, 1:30-3:00
P-Card Reconciler Tips, Tricks and Shortcuts - February 26, 3:30-4:30

HEALTH, SAFETY, WELL-BEING

Emergency Preparedness - February 4, 10:00-11:30
Active Shooter Presentation - February 18, 1:30-3:00
Harbor Training - February 26, 2:00-4:00

PROFESSIONAL DEVELOPMENT

Building Awareness: Sensitivity and Human Relations - February 13, 3:00-4:30
The Professional Development Series:
  Effective Communication Techniques - February 26, 9:00-1:00
How to Submit an IRB Human Subjects Protocol - For current dates and times click schedule.

TECHNOLOGY

Getting Started (or Starting Over) with Skillport®
February 24, 10:00-1:30
Self Service Banner - Banner Student - March 3, 9:00-11:00
Internet Native Banner - Faculty/Advisors - March 3, 1:30-4:00

FEATURED WORKSHOPS & WEBINARS

The Etiquette Advantage in Business Series:
This new series facilitated by Gina Johnson, certified EPI trainer received rave reviews from the more than 200 employees participating during Fall 2013. We’re excited to add a NEW course to the 2014 series topics - Telephone Etiquette. Link here to view descriptions of all seven courses.

Spring 2014 Live Leadership Webinar Series: March 18, 11:12:30
Flip: Counterintuitive Strategies for Turning Challenge into Opportunity, and Change into Advantage
In the first of four live webinars focused on leadership, Peter Sheahan, bestselling author, world renowned speaker and founder and CEO of ChangeLabs will explore best-practices from multiple industries that have experienced similar transformative change, and unpack the key insights from those who profited from the change compared to those that became victims to it.
Link here to register and for more information. This webinar is sponsored by: Skillssoft