COMPLIANCE, MANAGEMENT, SUPERVISION
New Management Orientation - December 11, 8:30-10:30; January 15, 8:30-10:30
FML Policy and Procedures - December 11, 10:30-Noon; January 15, 10:30-Noon
I9 Compliance and Processing - December 11, 2:30-3:30
UA Essentials for Management:
  Day 1 - Policy and Procedure - January 28, 1:30-4:30
  Day 2 - Recruitment and Selection - February 4, 1:30-4:30
  Day 3 - February 25, 1:30-4:30
  Day 4 - March 4, 1:30-4:30

FINANCIAL
P-Card Policy and Procedures - January 8, 9:00-Noon & P-Card Works - January 8, 1:30-4:00
Banner Requisition - January 13, 9:00-Noon
P-Card Common Mistakes and Frequently Asked Questions - January 29, 3:30-4:30

PROFESSIONAL DEVELOPMENT
The Professional Development Series:
  Teamwork and Partnerships - December 12, 8:30-11:30
  Quality Service and Professional Image - January 21, 9:00-3:00
How to Submit an IRB Human Subjects Protocol - For current dates and times click schedule.

TECHNOLOGY
Skillport® What’s New?
January 15, 1:00-2:30
Getting Started (or Starting Over) with Skillport®
January 27, 10:00-11:30

FEATURED WORKSHOPS AND WEBINARS
Give and Take: A Revolutionary Approach to Success - December 10, 11:00-12:30
In this webinar, author Adam Grant introduces three fundamental styles of professional interaction, and demonstrates their profound implications for individual and collective performance. Sponsored by:
For more information select Webinar.

GO system: Where GO stands for getting organized! - January 22, 8:00-Noon
Delivered by certified trainer Karen Sladick, this workshop helps you become more focused, organized and productive by addressing seven major issues that help significantly improve workplace results. Participants receive workbooks, timers, and access to a special GO system resource website for twelve months.
For more information and to register click here. Class Registration and Materials: $129.00

The Etiquette Advantage in Business
This new series offered through the Emily Post Institute and facilitated by Gina Johnson, certified EPI trainer, was a tremendous hit during Fall 2013 with approximately 250 employees participating. Link here to register for January offerings and to view the spring series dates.