

**Learning & Organizational Development  
General Enrollment Class Offerings:  
May 2017 – November 2017**

All sessions held at 1599 Clifton Road, unless otherwise noted.

**This is a partial listing of classes.** Please browse the catalog at: <https://elmprod.emory.edu>



**General Enrollment**

We have several courses offered for your professional development needs.

**Change Cycle for Staff**

Wed, August 30<sup>th</sup>, 8:30 am-12:30 pm, \$25  
Wed. November 15<sup>th</sup>, 8:30 am-12:30 pm, \$25

**Civil Treatment for Employees**

Wed, June 21<sup>st</sup>, 8:30 am – 12:30 pm, \$60  
Thurs, September 21<sup>st</sup>, 8:30 am – 12:30 pm, \$60

**Communicating with Impact**

Wed, July 19<sup>th</sup> 8:30 am – 12:30 pm, \$60  
Thurs, October 26<sup>th</sup>, 8:30 am – 12:30 pm, \$60  
Wed, November 29<sup>th</sup>, 8:30 am – 12:30 pm, \$60

**Crucial Conversations**

Day 1 - Wed, June 14<sup>th</sup>, 8:30 am – 5:00 pm  
Day 2 - Wed, June 28<sup>th</sup>, 8:30 am – 5:00 pm  
\$275 (for both days)

Day 1 - Wed, August 2<sup>nd</sup>, 8:30 am – 5:00 pm  
Day 2 - Wed, August 16<sup>th</sup>, 8:30 am – 5:00 pm  
\$275 (for both days)

Day 1 - Wed, October 4<sup>th</sup>, 8:30 am – 5:00 pm  
Day 2 - Wed, October 11<sup>th</sup>, 8:30 am – 5:00 pm  
\$275 (for both days)

Day 1 - Wed, November 1<sup>st</sup>, 8:30 am – 5:00 pm  
Day 2 - Wed, November 8<sup>th</sup>, 8:30 am – 5:00 pm  
\$275 (for both days)

**Feedback Essentials**

Tue, June 20<sup>th</sup>, 9:30 am – 11:30 am, Free  
Tue, September 19<sup>th</sup>, 9:30 am – 11:30 am, Free

**Increasing Personal Effectiveness (IPE)**

Day 1 – Wed, September 20<sup>th</sup>, 8:30 am – 5:00 pm  
Day 2 – Wed, September 27<sup>th</sup>, 8:30 am – 5:00 pm  
\$200 (for both days)

**Navigating Beyond Conflict**

Thurs, June 22<sup>nd</sup>, 8:30 am – 12:30pm, \$60  
Tues, August 29<sup>th</sup>, 8:30 am – 12:30pm, \$60  
Tues, October 24<sup>th</sup>, 8:30 am – 12:30 pm, \$60

**Presentation Skills**

Thurs, July 20<sup>th</sup>, 8:30 am – 5:00 pm, Free  
Thurs, October 5<sup>th</sup>, 8:30 am – 5:00 pm, Free

**Project Management**

Thurs, June 8<sup>th</sup>, 8:30 am – 5:00 pm, Free  
Thurs, September 28<sup>th</sup>, 8:30 am – 5:00 pm, Free

**Situational Leadership**

Wed, July 19<sup>th</sup>, 8:30 am – 5:00 pm, \$125  
Tues, October 17<sup>th</sup>, 8:30 am – 5:00 pm, \$125  
Wed, November 15<sup>th</sup>, 8:30 am – 5:00 pm, \$125

**Strategies for Influencing Others**

Wed, July 26<sup>th</sup>, 8:30 am – 12:30 pm, \$60  
Tues, September 19<sup>th</sup>, 8:30 am – 12:30 pm, \$60  
Thurs, November 9<sup>th</sup>, 8:30 am – 12:30 pm, \$60



**Developing Yourself and Others**

Wed, August 23<sup>rd</sup> , 8:30 am – 12:30 pm, \$60  
Tues, October 17<sup>th</sup> , 8:30 am – 12:30 pm, \$60  
Tues, November 7<sup>th</sup> 8:30 am – 12:30 pm, \$60

**Fantastic Service Behaviors**

Wed, June 14<sup>th</sup> , 8:30 am – 12:30 pm, Free  
Tues, August 22<sup>nd</sup> , 8:30 am – 12:30 pm, Free  
Wed, October 25<sup>th</sup> 8:30 am – 12:30 pm, Free

