

## Learning & Organizational Development General Enrollment Class Offerings: February 2017 – June 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>



### Civil Treatment for Employees

Thursday, February 23<sup>rd</sup>, 8:30 am – 12:30 pm, \$60  
Wednesday, April 19<sup>th</sup>, 8:30 am – 12:30 pm, \$60  
Wednesday, June 21<sup>st</sup>, 8:30 am – 12:30 pm, \$60

### Crucial Conversations

Wednesday, February 8<sup>th</sup>, Day 1, 8:30 am – 5:00 pm  
Wednesday, February 22<sup>nd</sup>, Day 2, 8:30 am – 5:00 pm  
\$275 (for both days)

Thursday, April 20<sup>th</sup>, Day 1, 8:30 am – 5:00 pm  
Thursday, May 4<sup>th</sup>, Day 2, 8:30 am – 5:00 pm  
\$275 (for both days)

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

### Fantastic Service Behaviors

Tuesday, March 7<sup>th</sup>, 8:30 am – 12:30 pm, Free  
Wednesday, June 14<sup>th</sup>, 8:30 am – 12:30 pm, Free

### Increasing Personal Effectiveness (IPE)

Thursday, March 2<sup>nd</sup>, Day 1, 8:30 am – 5:00 pm  
Thursday, March 9<sup>th</sup>, Day 2, 8:30 am – 5:00 pm  
\$200 (for both days)

Thursday, June 22<sup>nd</sup>, Day 1, 8:30 am – 5:00 pm  
Thursday, June 29<sup>th</sup>, Day 2, 8:30 am – 5:00 pm  
\$200 (for both days)

### Communicating with Impact

Tuesday, February 21<sup>st</sup>, 8:30 am – 12:30 pm, \$60  
Wednesday, April 26<sup>th</sup>, 8:30 am – 12:30 pm, \$60

### Developing Yourself and Others

Wednesday, March 29<sup>th</sup>, 8:30 am – 12:30 pm, \$60  
Wednesday, May 3<sup>rd</sup>, 8:30 am – 12:30 pm, \$60

### Feedback Essentials

Wednesday, March 15<sup>th</sup>, 9:30 am – 11:30 am, Free  
Tuesday, June 20<sup>th</sup>, 9:30 am – 11:30 am, Free

### Navigating Beyond Conflict

Thursday, February 16<sup>th</sup>, 8:30 am – 12:30 pm, \$60  
Thursday, June 22<sup>nd</sup>, 8:30 am – 12:30 pm, \$60

**Presentation Skills**

Wednesday, March 22<sup>nd</sup>, 8:30 am – 5:00 pm, Free

**Situational Leadership**

Tuesday, February 7<sup>th</sup>, 8:30 am – 5:00 pm, \$125

Tuesday, April 18<sup>th</sup>, 8:30 am – 5:00 pm, \$125

**Project Management**

Thursday, March 16<sup>th</sup>, 8:30 am – 5:00 pm, Free

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

**Strategies for Influencing Others**

Thursday, March 16<sup>th</sup>, 8:30 am – 12:30 pm, \$60

