

## Learning & Organizational Development General Enrollment Class Offerings:

July – November 2015

All sessions are 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.

#### **Civil Treatment for Employees**

Thurs, September 17<sup>th</sup>, 8:30 am – 12:30 pm, \$60

#### **Civil Treatment for Leaders**

Tues, July 28<sup>th</sup>, 8:30 am – 5:00 pm, \$125

#### **Communicating with Impact**

Wed, August 5<sup>th</sup>, 8:30 am – 12:30 pm, \$60

Tues, November 3<sup>rd</sup>, 8:30 am – 12:30 pm, \$60

#### **Crucial Conversations**

Day 1- Wed, August 12<sup>th</sup>, 8:30 am – 5:00 pm

Day 2- Wed, August 26<sup>th</sup>, 8:30 am – 5:00 pm

**\$275 (for both days)**

Day 1- Wed, November 4<sup>th</sup>, 8:30 am – 5:00 pm

Day 2- Wed, November 18<sup>th</sup>, 8:30 am – 5:00 pm

**\$275 (for both days)**

#### **Developing Yourself and Others**

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

#### **Fantastic Service Behaviors**

Tues, September 15<sup>th</sup>, 8:30 am – 12:30 pm, Free

#### **Feedback Essentials**

Tues, September 22<sup>nd</sup>, 8:30 am – 11:30 am, Free

#### **Increasing Personal Effectiveness (IPE)**

Day 1 –Wed, September 2<sup>nd</sup>, 8:30 am – 5:00 pm

Day 2 –Wed, September 9<sup>th</sup>, 8:30 am – 5:00 pm

**\$200 (for both days)**

#### **Navigating Beyond Conflict**

Wed, July 15<sup>th</sup>, 8:30 am – 12:30 pm, \$60

Wed, October 14<sup>th</sup>, 8:30 am – 12:30 pm, \$60

#### **Presentation Skills**

Wed, October 21<sup>st</sup>, 8:30 am – 5:00 pm, Free

#### **Project Management**

Wed, July 29<sup>th</sup>, 8:30 am – 5:00 pm, Free

Wed, September 23<sup>rd</sup>, 8:30 am – 5:00 pm, Free

#### **Situational Leadership**

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

Tues, October 20<sup>th</sup>, 8:30 am – 5:00 pm, \$125

#### **Strategies for Influencing Others**

Thurs, August 13<sup>th</sup>, 8:30 am – 12:30 pm, \$60

