

## Learning & Organizational Development General Enrollment Class Offerings:

February – June 2015

*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.

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

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

Thurs, June 11<sup>th</sup>, 8:30 am – 12:30 pm, \$60

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

Tues, March 31<sup>st</sup>, 8:30 am – 5:00 pm, \$125

#### **Communicating with Impact**

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

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

#### **Crucial Conversations**

Day 1- Wed, February 18<sup>th</sup>, 8:30 am – 5:00 pm

Day 2- Wed, March 4<sup>th</sup>, 8:30 am – 5:00 pm

\$275 (for both days)

Day 1- Wed, April 22<sup>nd</sup>, 8:30 am – 5:00 pm

Day 2- Wed, May 6<sup>th</sup>, 8:30 am – 5:00 pm

\$275 (for both days)

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

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

Wed, June 10<sup>th</sup>, 8:30 am – 12:30 pm, \$60

#### **Fantastic Service Behaviors**

Wed, March 18<sup>th</sup>, 8:30 am – 12:30 pm, Free

Tues, June 9<sup>th</sup>, 8:30 am – 12:30 pm, Free

#### **Feedback Essentials**

Wed, February 11<sup>th</sup>, 8:30 am – 11:30 am, Free

Wed, June 24<sup>th</sup>, 8:30 am – 11:30 am, Free

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

Day 1 –Tues, February 17<sup>th</sup>, 8:30 am – 5:00 pm

Day 2 –Tues, February 24<sup>th</sup>, 8:30 am – 5:00 pm

\$200 (for both days)

Day 1 –Tues, June 23<sup>rd</sup>, 8:30 am – 5:00 pm

Day 2 –Tues, June 30<sup>th</sup>, 8:30 am – 5:00 pm

\$200 (for both days)

#### **Navigating Beyond Conflict**

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

#### **Presentation Skills**

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

#### **Project Management**

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

#### **Situational Leadership**

Wed, April 1<sup>st</sup>, 8:30 am – 5:00 pm, \$125

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

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

Thurs, June 25<sup>th</sup>, 8:30 am – 12:30 pm, \$60