

Learning Services Class Offerings: February-April 2011

<http://www.hr.emory.edu/learningservices>

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



Learning Tracks

We have several courses from the different Learning Tracks offered for your professional development needs.

- **Achieving Leadership Potential**
Thurs, February 24th, 8:30 am-12:30pm, \$60
- **Building Trust**
Tues, March 8th, 2011, 8:30 am-12:30 pm, \$60
- **Creating a Service Culture**
Wed, March 9th, 8:30 am-12:30 pm, \$60
- **Interaction Skills for Success**
Tues, March 22nd, 8:30 am-12:30 pm, \$60
- **Managing Multi-Generations**
Wed, March 23rd, 8:30 am-12:30 pm, Free
- **Project Management**
Tues, April 19th, 8:30 am-12:30 pm, Free
- **Situational Leadership**
Thur, April 21st, 8:30 am-4:00 pm, \$125



Web-based Classes

Self-directed learning just got a bit easier. You can take these classes at your pace; stop and start at your convenience. Each class is \$60 for year-long access. Call 404-727-7607 for details.

- Taking Charge of Your Development
- Making Meetings Work
- Developing Others



HR Rep Certificate Program

This is a partial list of classes. While these classes are targeted towards HR Reps, they are open to any employee. The following classes are **free of charge**. Register quickly as seats go fast!

- **HR Rep: Benefits Basics**
Thurs, February 17, 2011, 9:00 am-12 noon
Thurs, April 21, 2011, 9:00 am-12 noon
- **HR Rep: Bringing the World to Emory Basics Hiring Foreign Nationals**
North Decatur Building, Suite 130
Fri, February 18, 2011, 8:30 am-12:30pm
Fri, March 18, 2011, 8:30 am-12:30pm
Fri, April 15, 2011, 8:30 am-12:30pm
- **HR Rep: Employment Law Basics: Part 1**
Wed, February 23, 2011, 9:30 am-11:30am
- **HR Rep: Employment Law Basics: Part 2**
Wed, February 23, 2011, 2:00 pm-4:00pm
- **HR Rep: FSAP Basics & Wellness**
Wed, March 9, 2011, 9:00 am-11:00 am
- **HR Rep: Compensation 101**
Thurs, March 11, 2011, 10:00 am-12 noon
- **HR Rep: Compensation 102 (formerly 201)**
Thurs, March 24, 2011, 10:00 am-12 noon
- **HR Rep: Managing a Flexible Workforce**
Mon, March 14, 2011, 10:00 am-12 noon
- **HR Rep: WorkLife Center Overview**
Tues, March 22, 2011, 10:00 am-11:00 am
- **HR Rep: Understanding Alternative Work Arrangements**
Mon, April 11, 2011, 10:00 am-11:00 am