

Learning Services Summer Class Offerings 2010

<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 this summer to fit your professional development needs.

- **Business of Higher Education: Emory College**
Thurs, June 3rd, 2010, 3:00-5:00pm, Free
- **Business of Higher Education: Oxford College**
Mon, June 7th, 2010, 3:00-5:00pm, Free
- **Setting Expectations & Feedback Essentials**
Wed, June 9th, 8:30 am-3:00 pm, \$60
- **Reviewing Performance Progress**
Wed, June 16th, 8:30 am-12:30 pm, \$60
- **Managing Performance Problems**
Wed, June 23rd, 8:30 am-12:30 pm, \$60
- **Improving Personal Productivity**
Thurs, June 24th, 8:30 am-12:30 pm, \$60
- **Building Trust**
Thurs, July 22nd, 8:30 am-12:30 pm, \$60
- **Situational Leadership**
Fri, July 30, 8:30 am-4:00 pm, \$125
- **Networking for Enhanced Collaboration (replaces Leadership Networking)**
Tues, August 17th, 8:30 am-12:30 pm, \$60
- **Project Management**
Wed, August 25th, 8:30 am-12:30 pm, Free
- **Interaction Skills for Success**
Wed, Sept 1st, 8:30 am-12:30 pm, \$60



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: Employment Law Basics: Part 1**
Thurs, June 3, 2010, 9:30 am-11:30am
- **HR Rep: Employment Law Basics: Part 2**
Thurs, June 3, 2010, 2:00 pm-4:00pm
- **HR Toolkit**
Tues, June 8, 2010 **and** Tues, June 15, 2010
8:30 am-12:30 pm
- **HR Rep: Benefits Basics**
Tues, June 22, 2010, 9:00 am-12 noon
- **HR Rep: Bringing the World to Emory Basics Hiring Foreign Nationals**
Fri, June 18, 2010, 9:00 am-12 noon
North Decatur Building, Suite 130
- **HR Rep: FSAP Basics & Wellness**
Tues, July 20, 2010, 9:00 am-11:00 am
- **HR Rep: Disability Dialogues**
Wed, July 21, 2010, 2:00 pm-4:00 pm
- **HR Rep: Compensation 101**
Tues, August 10, 2010, 10:00 am-12 noon



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