

Learning Services Class Offerings: August-November 2011

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

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

THE HR LEARNING SERVICES DEPARTMENT

fulfills the mission of Emory University by offering a variety of learning opportunities including general enrollment courses, customized workshops, performance consulting and facilitation services.

GENERAL ENROLLMENT COURSES

- Learning Tracks
- Customized Training

PERFORMANCE CONSULTING SERVICES

- Leadership & Behavior Assessments
- Retreat Design & Facilitation
- Team Building Design & Facilitation

PROGRAMS

- Academic Leadership Program (ALP)
- Administrative Professional Program (APP)
- Excellence Through Leadership (ETL)
- HR Rep Certificate Program
- Management Development Program (MDP)
- Mentor Emory
- Supervisor Development Program (SDP)



Learning Tracks

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

Help Me to Help You: Fantastic Service Behaviors

Thurs, August 4, 2011, 8:30am-12:30 pm, Free

Setting Expectations

Thurs, August 11, 2011, 8:30am-12:30pm, \$60

Reviewing Performance Progress

Tues, August 16, 2011, 8:30am-12:30pm, \$60

Managing Performance Problems

Wed, August 17, 2011, 8:30am-12:30pm, \$60

Influential Leadership

Tues, August 23, 2011, 8:30am-12:30pm, \$60

Achieving Leadership Potential

Thurs, August 25, 2011, 8:30am-12:30pm, \$60

Creating a Service Culture: A Leader's Role

Wed, September 14, 2011, 8:30am-12:30pm, \$60

Situational Leadership

Wed, September 21, 2011, 8:30am-4:00pm, \$60

Increasing Personal Effectiveness (IPE)

Tues, September 20, 2011, and Thurs, September 22, 2011, 8:30am-4:00pm, \$125

Crucial Conversations

Thurs, September 29, 2011 and Thurs, October 6, 2011, 8:00am-5:00pm, \$225

Working through Conflict

Tue, October 18, 2011, 8:30am-12:30pm, \$60

Business of Higher Education: Human Resources

Wed, October 19, 2011, 2:00-4:00pm, Free

Business of Higher Education: Academic Affairs

Wed, October 26, 2011, 2:30-4:00pm, Free

Partnership for Improvement

Tues, November 1, 2011, 8:30am-12:30pm, \$60

Interaction Skills for Success

Tues, November 8, 2011, 8:30am-12:30pm, \$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: Bringing the World to Emory Basics Hiring Foreign Nationals**
North Decatur Building, Suite 130
Fri, August 12, 2011, 9:00am-12 noon
- **HR Rep: WorkLife Center Overview**
Thur, September 29, 2011, 10:00 am-11:00 am
- **HR Toolkit**
Tues, October 4, 2011 and Tue, October 11, 2011, 8:30 am-12:30 pm
- **HR Rep: Employment Law Basics: Part 1**
Wed, October 5, 2011, 9:30 am-11:30am
- **HR Rep: Employment Law Basics: Part 2**
Wed, October 5, 2011, 2:00 pm-4:00pm
- **HR Rep: Compensation 101**
Thur, October 6, 2011, 10:00 am-12 noon
- **HR Rep: Managing a Flexible Workforce**
Mon, October 10, 2011, 10:00 am-12 noon
- **HR Rep: FSAP Basics & Wellness**
Tues, October 18, 2011, 9:00am-11:00am
- **HR Rep: Compensation 102 (formerly 201)**
Thurs, October 20, 2011, 10:00 am-12 noon
- **HR Rep: Understanding Alternative Work Arrangements**
Mon, October 24, 2011, 10:00 am-11:00 am