

Learning Services Class Offerings: May-August 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)
- 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 needs.

Business of Higher Education Series

Campus Service Planning & Design

Tues, June 7, 2011, 2:00-4:00pm, Free
Attend this session to learn more about the Master Plan used to guide development and construction projects over the next 10 years at Emory.

Crucial Conversations

Thurs, June 9 **AND** Thursday, June 23, 2011, 8:00am-5:00pm, \$225

Influential Leadership

Tues, June, 21, 2011, 8:30am-12:30 pm, \$60

Interactions Skills for Success

Tues, July 19, 2011, 8:30am-12:30 pm, \$60

Project Management

Tues, July 21, 2011, 8:30am-12:30 pm, Free

Help Me to Help You: Creating a Great Customer Experience

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



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, June 23, 2011, 9:00 am-12 noon
- **HR Rep: Bringing the World to Emory Basics Hiring Foreign Nationals**
North Decatur Building, Suite 130
Fri, May 20, 2011, 9:00am-12 noon
Fri, June 17, 2011, 9:00am-12 noon
Fri, July 15, 2011, 9:00am-12 noon
Fri, August 12, 2011, 9:00am-12 noon
- **HR Rep: Employment Law Basics: Part 1**
Wed, June 22, 2011, 9:30 am-11:30am
- **HR Rep: Employment Law Basics: Part 2**
Wed, June 22, 2011, 2:00 pm-4:00pm
- **HR Rep: FSAP Basics & Wellness**
Tues, July 26, 2011, 1:00pm-3:00pm
- **HR Rep: Compensation 101**
Thurs, July 28, 2011, 10:00 am-12 noon
- **HR Rep: Compensation 102 (formerly 201)**
Thurs, August 4, 2011, 10:00 am-12 noon
- **HR Rep: Managing a Flexible Workforce**
Mon, June 27, 2011, 10:00 am-12 noon
- **HR Rep: WorkLife Center Overview**
Wed, June 8, 2011, 10:00 am-11:00 am
- **HR Rep: Understanding Alternative Work Arrangements**
Mon, August 1, 2011, 10:00 am-11:00 am



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