

## Learning & Organizational Development

### General Enrollment Class Offerings:

### February 2016 – June 2016

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**

Thurs, March 10<sup>th</sup>, 8:30 am – 12:30 pm, \$60  
Wed, June 15<sup>th</sup>, 8:30 am – 12:30 pm, \$60

##### **Communicating with Impact**

Thurs, February 18<sup>th</sup>, 8:30 am – 12:30 pm, \$60  
Thurs, May 5<sup>th</sup>, 8:30 am – 12:30 pm, \$60

##### **Crucial Conversations**

Day 1 - Tues, February 2<sup>nd</sup>, 8:30 am – 5:00 pm  
Day 2 - Tues, February 16<sup>th</sup> 8:30 am – 5:00 pm  
\$275 (for both days)

Day 1 - Tues, March 15<sup>th</sup>, 8:30 am – 5:00 pm  
Day 2 - Tues, March 29<sup>th</sup>, 8:30 am – 5:00 pm  
\$275 (for both days)

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

Thurs, March 17<sup>th</sup>, 8:30 am – 12:30 pm, \$60  
Tues, June 21<sup>st</sup>, 8:30 am – 12:30 pm, \$60

##### **Fantastic Service Behaviors**

Thurs, February 4<sup>th</sup>, 8:30 am – 12:30 pm, Free  
Wed, April 27<sup>th</sup>, 8:30 am – 12:30 pm, Free

##### **Feedback Essentials**

Thurs, February 25<sup>th</sup>, 9:30 am – 11:30 am, Free  
Wed, April 27<sup>th</sup>, 9:30 am – 11:30 am, Free

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

Day 1 - Thurs, April 28<sup>th</sup>, 8:30 am – 5:00 pm  
Day 2 - Thurs, May 5<sup>th</sup>, 8:30 am – 5:00 pm  
\$200 (for both days)

##### **Navigating Beyond Conflict**

Tues, March 1<sup>st</sup>, 8:30 am – 12:30 pm, \$60  
Tues, June 14<sup>th</sup>, 8:30 am – 12:30pm, \$60

##### **Presentation Skills**

Thurs, March 2<sup>nd</sup>, 8:30 am – 5:00 pm, Free  
Thurs, June 1<sup>st</sup>, 8:30 am – 5:00 pm, Free

##### **Project Management**

Thurs, March 31<sup>st</sup>, 8:30 am – 5:00 pm, Free  
Thurs, June 30<sup>th</sup>, 8:30 am – 5:00 pm, Free

##### **Situational Leadership**

Tues, March 1<sup>st</sup>, 8:30 am – 5:00 pm, \$125  
Wed, June 29<sup>th</sup>, 8:30 am – 5:00 pm, \$125

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

Wed, March 30<sup>th</sup>, 8:30 am – 12:30 pm, \$60  
Wed, June 29<sup>th</sup>, 8:30 am – 12:30 pm, \$60