HR Learning and Development
July 2016

COMPLIANCE, MANAGEMENT, SUPERVISION
Managing and Supervising Student Employees—July 7, 10:00-11:30
New Manager Orientation—July 13, 8:30-11:00

FINANCIAL PROCESSES AND WELLNESS PROGRAMS
P-Card Policies and Procedures—July 7, 10:00-11:30 ~ P-Card Works—July 7, 3:00-4:30
Procure to Pay—July 13, 3:00—4:30
Travel 101—July 20, 3:00—4:30
Banner Finance—July 11, 1:30—3:00
Within Reach: Transitioning from Career to Retirement—July 21, 2:00-3:00
Your Next Great Adventure: Living Well in Retirement—July 21, 3:30-4:30

PROFESSIONAL TRAINING SERIES
Professional Development Series:
   Legal Issues and Workplace Safety—July 13, 8:30-12:00
The Etiquette Advantage in Business Series: (Back by popular demand!)
   Telephone Etiquette—July 14, 3:00—4:00
   Business Over a Meal—July 28, 3:00—4:30

RESEARCH
How to Submit an IRB HSP—July 19, 10:00-11:00; July 26, 2:00-3:00
PIVOT—Identifying Funding Opportunities—July 14, 4:00—5:00; July 20, 10:00—11:00

TECHNOLOGY
An Introduction to Spark Online Learning—July 5, 3:00-4:30; July 15, 9:00-10:30
CLSS and Astra Training 101—July 6, 2:30—4:30

FEATURED WEBINARS and WORKSHOPS

The Purpose Effect  Creating the Sweet Spot of Purpose  July 20, Noon-1:00
Listen in to this webinar featuring Dan Pontefract, Chief Envisioner at Telus to gain a better understanding of how purpose mindset helps individual and organizational engagement. You'll learn how the "sweet spot is created", the relationship between one's personal role and organizational purpose, how an organization's "good DEEDS" benefit more than just customers, and the difference between a job, a career and a purpose mindset.

Writing and Managing Email  July 14, 8:15-11:30
This highly interactive, half-day workshop will help you be more positively productive with email regardless of your position, help you write email messages that are promptly read and responded to—and will also provide a system to help you get control of your in-box.
This course requires a materials and registration fee of $119.00