HR Learning and Development
October - 2015

COMPLIANCE, MANAGEMENT, SUPERVISION
New Manager Orientation - October 14, 8:30-11:00
The Basics of FML and ADA - October 22, 3:00-4:30
I9 Compliance and Processing - October 23, 9:00-10:30
UA Essentials for Management:
  UA Policy and Procedure - October 21, 1:00 - 4:30
  Communicating Expectations - October 22, 1:00 - 4:30
  Managing Performance and Behavior - October 28, 1:00 - 4:30
  Recruitment and Selection - October 29, 1:00 - 4:30

FINANCIAL - UA Systems
P-Card Policies - October 7, 10:00-12:00
P-Card Works - October 7, 1:30-3:00; October 9, 10:00-11:30
Procure to Pay - October 14, 1:30-3:30
Travel 101 - October 22, 10:00-11:30

FINANCIAL - Wellness Programs
The Starting Line: Why and How Retirement Saving Should Begin Now - October 21, 8:30-9:30
Charting Your Course: A Financial Guide for Women - October 21, 10:00-11:00

PROFESSIONAL DEVELOPMENT
The Etiquette Advantage: Dining Etiquette and Business Meals - October 2, 10:30-12:00
  General Office Manners - October 12, 1:30-2:30
Professional Development Series:
  Legal Issues and Workplace Safety - October 14, 8:30-12:00
Harbor Training - October 20, 9:00-11:00
Building Awareness: Sensitivity and Human Relations - October 30, 10:30-Noon

RESEARCH
How to Submit an IRB HSP - October 6, 10:00-11:00; October 20, 2:00-3:00
How to Submit an IACUC Protocol - October 7, 10:00-11:00; October 21, 2:00-3:00
PIVOT Training - October 6, 3:00-4:00; October 15, 11:00-12:00
OSP Overview - October 13, 3:00-4:30; October 22, 9:00-10:30

TECHNOLOGY
Skillport 8.0: An Introduction - Oct. 14, 3:30-4:30; Oct. 21, 9:00-10:00; Oct. 26, 2:00-3:00
Contracts & Grants Banner Training - October 1, 10:00-11:30

FEATURED WORKSHOP
Capitalizing on Your Leadership Competencies
This highly interactive session allows participants to assess their leadership competencies and
learn to apply those assets to create a well-rounded and thriving work
environment for their team and their organization.
For more information and to register link here.