**Concur Travel and Expense:**
System Overview and Introduction
1/7, 1/15, 1/24, 1/30

**P-Card Policy and Procedure**
1/8, 1/23, 2/7

**The IRB and You:**
How to Submit an Application, 1/8 & 1/22

**Know Your Rights:**
The Basics of ADA and FML for Employees, 1/17

**Getting Started with Retirement Savings,** 1/23

**Banner Finance,** 1/24

**Harbor Training,** 1/24

**The Professional Development Series:**
Quality, Service and Professionalism, 1/29
Effective Communication Techniques and Tips, 2/19
Legal Issues and Workplace Safety, 3/25

Dimensions of Diversity, 1/30

**Planning for the Confident Retirement Series**
2/5, 2/12, 2/19 & 2/26

**UA Essentials for Management Series:**
Policy and Procedure, 2/26
Recruitment and Selection, 3/5
Communicating Expectations, 3/19
Managing Performance and Behavior, 3/26

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**EAP Work-Life Webinar**
“Do Your Bucket List” - 7 Ways to Up Your Focus on Things that Matter

**Featured Leadership Workshop**
February 20, 8:00 - Noon

Getting Results through Influence and Persuasion

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**Etiquette Advantage in Business Series**
Etiquette Advantage (Anchor Course), 2/6
General Office Manners, 2/18
Digital Manners, 3/5
Enhancing Your Image, 4/10
Dining Etiquette and Business Over a Meal, 4/18
Telephone Etiquette, 5/16
Introductions and Social Business Etiquette, 5/22