

# Training & Development

## Summer 2008 Workshop Schedule

The Training and Development Department within the Division of Human Resources provides professional learning opportunities for University of Utah staff and faculty. Most workshops are available at no cost to University employees. There are a broad range of workshops in areas such as:

- management and leadership development
- interpersonal and professional communication
- customer service
- professional and personal development

For more information, please visit our website at [www.hr.utah.edu/training/](http://www.hr.utah.edu/training/). With questions, please feel free to call 585-2300.

### JUNE

5	Thursday	Navigating Communication Styles	9:00 AM – 1:00 PM
10	Tuesday	Time Management	9:00 AM – 1:00 PM
12	Thursday	Selecting Outstanding Staff	9:00 AM – 1:00 PM
13	Friday	Disruptive & Threatening Behavior	9:00 AM – 10:30 AM
17	Tuesday	Managing Diversity	9:00 AM – 1:00 PM
20	Friday	FMLA	9:00 AM – 12:00 PM
24	Tuesday	Stress Management	9:00 AM – 11:00 AM
26	Thursday	HR Policies for Supervisors	9:00 AM – 1:00 PM

### JULY

8	Tuesday	Documenting Employee Performance	9:00 AM – 1:00 PM
10	Thursday	Assertiveness Skills	9:00 AM – 1:00 PM
16	Wednesday	Business Writing	9:00 AM – 1:00 PM
17	Thursday	Performance Management	9:00 AM – 1:00 PM
18	Friday	FMLA	9:00 AM – 12:00 PM
22	Tuesday	Leading Change	9:00 AM – 1:00 PM
29	Tuesday	Working With Difficult People	9:00 AM – 12:00 PM
31	Thursday	Transitioning From Staff to Manager	9:00 AM – 1:00 PM

### AUGUST

5	Tuesday	HR Policies for Supervisors	1:00 PM – 5:00 PM
13	Wednesday	Personal Productivity & Workplace Organization	9:00 AM – 1:00 PM
15	Friday	FMLA	9:00 AM – 12:00 PM
21	Thursday	Interpersonal Communication	9:00 AM – 1:00 PM
26	Tuesday	Anger Management	9:00 AM – 1:00 PM
28	Thursday	Presentation Skills	9:00 AM – 1:00 PM