Spring Workshops

Calendars: By Workshop | May | June

April 2011

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<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
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<td>5</td>
<td>Campus Travel Procedures Refresher (ETD645)</td>
<td>9:30-11:30 am</td>
<td>CP 780</td>
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<td>Train the Trainer (UBI 256)</td>
<td>1:30-3:30 pm</td>
<td>CP 700</td>
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<td>Campus Health and Safety Requirements (CWiBo001)</td>
<td>1:30-3:30 pm</td>
<td>CP 700</td>
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<td>12</td>
<td>Pre-Employment Selection Tools (MPP/Chairs Only) (UBI 256)</td>
<td>10:00 am-noon</td>
<td>CP 700</td>
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<td>Addressing Performance Issues (MPP/Chairs Only) (UBI 259)</td>
<td>10:00-11:00 am</td>
<td>CP 700</td>
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<td>Campus Travel Procedures Refresher (ETD645)</td>
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<td>Caring for the Caregiver (UBI 250)</td>
<td>2:00-4:00 pm</td>
<td>CP 700</td>
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<td>26</td>
<td>Campus Travel Procedures Refresher (ETD645)</td>
<td>9:30-11:30 am</td>
<td>CP 780</td>
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University Extended Education

Enroll in University Extended Education courses at no cost, on a space available basis. For a catalog of courses, visit UEE's website. To complete a Registration Form, click here.

On-Demand/Online

Sponsored by the American Management Association

Harnessing the Power of Your Emotional Intelligence

Did you know emotional intelligence (EQ) is more important than your IQ in achieving excellence at work? By understanding EQ, you can expand your self-awareness and use emotions to your advantage. Explore ways to build and maintain productive, working relationships and cohesive groups.

(1 hour) View

Beyond Words: Reading the Hidden Communication in Your Professional Interactions

Discover how to read the nonverbal signals of others. Identify what others are telling you with their gestures, expressions, and body language. Learn how you can use this information to better communicate with customers and colleagues.

(1 hour) View

WEBinars

People – Difficult or Different? April 4 at noon

Why are some co-workers so frustrating to work with? Why would anyone think of YOU as a difficult person? In this webinar find out why “difficult” does not have to mean “difficult.” Learn your behavior style as well as those with whom you work. Sponsored by Effectiveness Institute. (1 hour) Register

Workarounds That Work: Getting Things Done with Whatever It Takes April 6 at 10:00am

Are you ready to be the one who gets things done, no matter what? Roadblocks come in many forms. Learn proven tips and practical ways to increase your own level of productivity while helping your group, team, and department build a culture of high performance. Sponsored by the American Management Association. (1 hour) Register

3 Steps for Thriving in Chaos April 29 at 11:00am

The turbulence of current events increases stress, drains energy and reduces productivity. Learn essential steps for surviving and thriving in chaos. Identify phases of change and how to manage them effectively. Discover how behavior style impacts the change process. Sponsored by Effectiveness Institute. (1 hour) Register

Save-the-Date

LEADERSHIP CONFERENCE
Stress and the Bottom Line: Lessons for Leaders
April 8, 9:00am – 4:30pm, Titan Student Union

Sponsored by The Center for Leadership

Learn from leadership experts and executives who will share their insights on how leaders can promote employee well-being and overall performance. Hear real-life examples, based on research and practical experience, showing how to create employee well-being, and how leaders impact the bottom line with styles creating a more satisfying, productive workplace.

A special $25 registration fee, which includes breakfast and lunch, has been established for faculty and staff. More Info | Register

“Good is the enemy of Great”

Jim Collins

UBI BY THE BOOK
“A time to read, learn, grow, and share.”
April 28, noon – 1:00 pm, LH 804

Join colleagues from across campus in discussing topics and books related to communication, motivation, performance, and personal and professional development. Discussions will be held the last Thursday of the month at noon in LH 804.

Featured books are selected three months in advance. The April book club selection is ‘Good to Great’ by Jim Collins. For a complete list of book selections, please visit our website. More Info

How to Register? | Class Descriptions | Workshop Materials | Webinars | Questions or Comments?