

Learning Services Class Offerings: June - August 2012

All sessions held at 1599 Clifton Road, unless otherwise noted.

This is a partial listing of classes. Please browse the catalog at: <https://elmpod.emory.edu>



Web-based Classes

Self-directed learning just got a bit easier. You can take these classes at your pace; stop and start at your convenience. Each class is \$60 for year-long access. Call 404-727-7607 for details.

- **Taking Charge of Your Development**
- **Making Meetings Work**
- **Developing Others**



HR Rep Certificate Program

While these classes are targeted towards HR Reps, they are open to any employee. The following classes are **free of charge**. Register quickly as seats go fast!

HR Rep: Benefits Basics

Tues, June 5, 9:30 am – 12:30 pm

Family Medical Leave Act

Wed, June 13th, 8:30 am – 10:30 am

HR Toolkit

Tues, June 19, 8:30 am - 12:30 pm **and**

Tues, June 26, 8:30 am - 12:30 pm

HR Rep: Managing a Flexible Workforce

Thurs, June 21, 10:00 am - 12:00 pm

Thurs, June 21, 2:00 – 4:00 pm

HR-FSAP Advanced (formerly FSAP Basics)

Thurs, June 28th, 3:00 pm -4:30 pm



Learning Tracks

We have several courses from the different Learning Tracks offered for your professional development needs.

Working Through Conflict

Thurs, June 7th, 8:30 am – 12:30 pm, \$60

Tues, August 21st, 8:30 am – 12:30 pm, \$60

Fantastic Service Behaviors

Tues, June 12th, 8:30 am – 12:30, Free

Communicating with Impact

Wed, June 27th, 8:30 am-12:30 pm, \$60

Setting Performance Expectations

Thurs, June 28th, 8:30 am – 12:30 pm, \$60

Time Management

Thurs, July 12th, 8:30 am-12:30pm, Free

Influential Leadership

Tues, July 17th, 8:30 am-12:30 pm, \$60

Leading High Performance Teams

Thurs, July 19th, 8:30 am – 12:30 pm, \$60

Managing Performance Problems

Wed, July 25th, 8:30 am – 12:30 pm, \$60

Reviewing Performance Progress

Tues, July 31st, 8:30 am – 12:30 pm, \$60

Facilitating Change

Wed, August 1st, 8:30 am – 12:30 pm, \$60

Motivating Others

Thurs, August 2nd, 8:30 am-12:30pm, Free

Building Trust

Thurs, August 9th, 8:30 am-12:30 pm, \$60

Embracing Change

Thurs, August 23rd, 8:30 am-12:30 pm, \$60