

2008 Training Schedule

Nontraditional Target Audience – Supervisors working in nontraditional office settings (i.e. maintenance, skill trades, laborers, facility services, food services, etc.) and jobs which do not require professional licensure and/or certifications.

Traditional Target Audience – Supervisors working in traditional office settings and/or jobs which may require professional licensure/certifications (ex. Accountants, nurses, pharmacists, etc.).

CLASS	TIME	DATE	BUILDING	ROOM
<i>Managing Across Generations</i>	8:15 a.m. – 3:30 p.m.	September 17, 2008	Student Union Bldg	2 nd Floor Ballroom C
<i>Writing for Managers</i>	8:15 a.m. – 3:30 p.m.	September 18, 2008	Student Union Bldg	2 nd Floor Ballroom C
<i>Documenting for Performance & Discipline</i>	8:15 a.m. – 3:30 p.m.	September 24, 2008	Student Union Bldg	2 nd Floor Ballroom C
<i>Civil Service Essentials for Supervisors (Non-Traditional)</i>	8:15 a.m. – 3:30 p.m.	September 25, 2008	Student Union Bldg	2 nd Floor Ballroom C
<i>Improving Employee Performance through Coaching</i>	8:15 a.m. – 3:30 p.m.	October 9, 2008	Student Union Bldg	2 nd Floor Ballroom B
<i>Building Better Performance through Employee Skill Development</i>	8:15 a.m. – 3:30 p.m.	December 1, 2008	Student Union Bldg	2 nd Floor Ballroom B
<i>Addressing Emotions at Work</i>	8:15 a.m. – 11:30 a.m.	December 2, 2008	Student Union Bldg	2 nd Floor Ballroom B
<i>Workplace Negotiation Skills</i>	8:15 a.m. – 3:30 p.m.	December 11, 2008	Student Union Bldg	2 nd Floor Ballroom B
<i>Common Myths that Affect Good Supervision (Non-Traditional)</i>	8:15 a.m. – 3:30 p.m.	December 16, 2008	Student Union Bldg	2 nd Floor Ballroom B
<i>Civil Service Essentials for Supervisors (Non-Traditional)</i>	8:15 a.m. – 3:30 p.m.	December 17, 2008	Student Union Bldg	2 nd Floor Ballroom B