



HUMAN RESOURCES COURSE CATALOG

Carolina Colleagues,

We are pleased that you are interested in our employee course offerings. Here at Carolina, the Office of Human Resources (OHR) strives to provide a variety of learning opportunities for all employees.

To reflect the wide variety of learning and development options available through OHR, this catalog has been divided into three sections: Professional Development, HR Policy & Processes, and Work/Life & Wellness. So you can easily find training opportunities from other departments, we have also included information in this catalog for Finance and the EEO Office. All of these courses are free to SPA and EPA employees of the University.

By offering these courses, the University strives to ensure that its employees receive learning opportunities that will enrich their careers. Moreover, through careful attention to the development of our employees, we can ensure that the skills of the University workforce keep pace with changing needs – both locally and globally. We hope you will find this catalog a useful resource for your needs.

Brenda Richardson Malone
Vice Chancellor for Human Resource



UNC
HUMAN RESOURCES

CLASS CALENDAR JANUARY-JUNE 2012

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*Denotes a multi-day class; see class description for details

Information on additional campus training opportunities on page 8.

Learning Modules

Courses in the Professional Development section can be taken individually or as part of a focused curriculum organized into “learning modules.” The learning modules cover four areas frequently requested for employee development: Communication, Leadership, Project Management, and Supervision/Management. Classes listed under Fundamental Courses offer a starting point for exploring a particular skill set, and the Advanced Courses give deeper or more specialized education. These recommendations allow you to focus your self-directed study and learning at either a fundamental or advanced level of professional development. If you have questions about the learning modules, contact Training & Talent Development in the Office of Human Resources at 962-2550 or training_development@unc.edu.

Communication

Fundamental Courses

1. It Takes All Types: Introduction to MBTI
2. Fundamental Communication Skills
3. Customer Service Skills
4. Business Writing Essentials
5. Critical Thinking Skills

Advanced Courses

1. Advanced Communication Skills
2. Business Writing Challenges
3. Influencing & Negotiating Effectively
4. MBTI & the Workplace
5. Conversations with your manager
6. Developing Organizational Partnerships

Leadership

Fundamental Courses

1. Foundations of High Performing Teams
2. Ethics in the Workplace
3. Conflict Management Skills
4. Stress Management

Advanced Courses

1. MBTI & Leadership
2. Coaching Skills
3. Overcoming Team Dysfunctions
4. Influencing & Negotiating Effectively

Project Management

Fundamental Courses

1. Managing Projects Successfully
2. Foundations of High Performance Teams
3. Running Effective Meetings
4. Time Management

Advanced Courses

1. Advanced Project Management
2. Managing Diverse Work Styles
3. Change Management
4. Overcoming Team Dysfunctions

Supervisory/Management

Fundamental Courses

1. Foundations of Supervision at Carolina
2. Running Effective Meetings
3. Performance Management of SPA Employees
4. Interviewing Skills for Supervisors

Advanced Courses

1. Managing Interactions with Your Employees
2. Effective Decision Making
3. Coaching Skills
4. Change Management
5. Conversation Circle- Managers Circle

Professional Development Classes

Courses in the Professional Development section are listed alphabetically and are designed to enhance essential workplace skills and knowledge. Each course is focused on creating skills to help increase job effectiveness and advance the quality of work performance. If you have questions about courses or other aspects of professional development, contact Training & Talent Development in the Office of Human Resources at 962-2550 or www.training.unc.edu.

Course Descriptions

ADVANCED COMMUNICATION SKILLS (Formerly: Building Rapport)

Prerequisite: Completion of “Fundamental Communication Skills.”

Based on extensive research on effective communication and influencing, this course provides clear, practical principles and skills that participants can immediately put into action to build rapport and create more successful outcomes in key interactions and business relationships. These skills are especially useful in working with people we perceive to be “different” than ourselves, and in “difficult” interactions. This very active approach to building rapport and communication skills is based largely on the change system called Neurolinguistic Programming (NLP), and challenges many of our assumptions and common sense ideas about communication and relationships.

Location: 104 Airport Drive, 1501-A & B

Date: Tuesday, Apr. 10

Time: 8:30 a.m. to 4:30 p.m.

Instructor: Joy Birmingham

ADVANCED PROJECT MANAGEMENT

This is a one-day workshop designed for relatively experienced project managers that have attended the **prerequisite course**, “Managing Projects Successfully.”

The emphasis of the session is on project management issues that are beyond the usual mechanistic challenges of planning, scheduling and controlling a project. Session topics include: negotiating project needs and wants; managing the opportunities of risk management; dealing with project team dysfunctions; the project manager as internal consultant; and creating and integrated project management system. A portion of the session will be devoted to soliciting and addressing specific issues and concerns generated by the participants attending the session.

Location: 104 Airport Drive, 1501-A & B

Date: Thursday, Feb. 2

Time: 8:30 a.m. to 4:30 p.m.

Instructor: Ray Giemza

BUSINESS WRITING CHALLENGES

Prerequisite: Completion of “Business Writing Essentials” or equivalent knowledge and skills.

Learn how to polish your writing skills in this interactive class. Emphasis will be placed on actually writing, then editing your text, and finally producing a copy that conveys your intended meaning with clarity, professionalism, and grace. You may want to bring a laptop computer to allow for easier writing and editing; also bring several topics that you can work on during class and feel comfortable having others provide feedback and suggestions. Producing consistent, professional text for a variety of circumstances can be challenging but is not impossible.

Location: 104 Airport Drive, 1501-A & B

Date: Tuesday, Jun. 12

Time: 9:00 a.m. to 2:00 p.m.

Instructor: Will Frey

BUSINESS WRITING ESSENTIALS

Does your business writing convey your ideas in a concise and professional manner? When you need to write a business document, do you

draw a blank on how to start? Have you ever sent a business email that was misinterpreted by the receiver? If so, join us in Business Writing Essentials, where we will review the process of business writing from the planning phase to assessing audience to writing drafts. Also covered will be tips for proofreading and editing and successful formats for business letters, emails, and presentation slides. This session will be packed with opportunities to practice business writing skills and participants will leave with a packet of detailed information on best business writing practices.

Location: 104 Airport Drive, 1501-A & B

Date: Tuesday, Feb. 14

Time: 9:00 a.m. to 3:00 p.m.

Instructor: Will Frey

CHANGE MANAGEMENT

When you are faced with change in the workplace, do you immediately see a challenge? Do you see change in the workplace as something to be embraced or something to be endured? What strategies could you learn to help you find the opportunities that are hidden within challenging change situations?

In this highly interactive workshop, we will take a look at your understanding of change in the workplace and will learn specific tools targeted to help us understand and thrive in a changing environment. Through the use of change models, interactive dialogue, and work on a real-time change situation, we will explore together best practices for turning the challenges of a changing workplace into opportunities to excel!

Section 1

Location: 104 Airport Drive, 1501-A & B

Date: Tuesday, Mar. 20

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Joy Birmingham

Section 2

Location: 104 Airport Drive, 1501-A & B

Date: Thursday, Jun. 14

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Joy Birmingham

COACHING SKILLS 101 (INTRODUCTION)

Coaching is defined as individualized teaching, generally by a manager or peer, to assist in developing another's skill sets. Coaching is the act (and art) of providing support for someone's development or improvement without removing their responsibility to help themselves. By assisting and supporting people as they work toward gaining awareness of developmental needs, uncovering strengths and improving performance, coaching is an essential skill for managers and supervisors (employees without supervisory responsibilities

are also welcome). In this session, participants will: gain a working definition for coaching; examine some coaching models; practice coaching skills; and become familiar with coaching resources.

Location: 104 Airport Drive, 1501-A & B

Date: Wednesday & Thursday, Feb. 15 & 16

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Joy Birmingham

COACHING SKILLS 201 (ADVANCED)



Prerequisite: Completion of "Coaching Skills (Introduction)."

In Coaching (Introduction): The Nuts and Bolts of Coaching, we learned the science behind coaching and the skills that are essential for effectively helping another person develop themselves. In Coaching (Advanced): The Art of Coaching, we will look more closely at the relationship building process, fine tuning the skills you have already used in coaching and avenues for helping a client, employee, or colleague move exponentially toward their desired goals.

In this session, participants will define the coaching relationship between themselves and their coachee, learn to make a distinction between when coaching is or is not appropriate, and advance their coaching skills; and become committed to self-coaching and possibly seeking their own coach for continuous professional development.

Location: 104 Airport Drive, 1501-A & B

Date: Tuesday & Thursday, Apr. 17 & 19

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Joy Birmingham

CONFLICT MANAGEMENT SKILLS FOR THE WORKPLACE (Formerly: Conflict Resolution for the Workplace)

In this interactive workshop, participants will learn a variety of skills which can be used in different situations where conflicts arise in the workplace (and elsewhere). Participants will identify behavioral styles, perceptions, and stages in resolving conflicts. Emphasis will be placed on effective, compassionate communication. This participatory workshop is appropriate for addressing conflicts between coworkers, with customers, and between managers and their employees.

Location: 104 Airport Drive, 1501-A & B

Date: Wednesday & Thursday, Feb. 22 & 23

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Will Frey

CONVERSATION CIRCLE – MANAGERS CIRCLE

Conversation Circles are an approach to

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sharing ideas, addressing problems and thinking together about solutions or best practices with a group of people with common interests. The Managers Conversation Circle is an opportunity for faculty and staff with management or supervisory responsibilities to connect with other managers across campus to think and learn together and leverage their shared knowledge to improve individual management effectiveness. The Managers Circle will meet one time per month for six months.

Location: 104 Airport Drive, 1501-C

Date: Thursdays: Jan. 26, Feb. 23, March 22, April 26, May 24, June 28

Time: 9:00 a.m. to 10:30 a.m.

Instructor: Verita Murrill

CONVERSATION CIRCLE – OPENING DOORS

Prerequisite: The Opening Doors workshop (sponsored by UNC School of Medicine) is a prerequisite for this Conversation Circle.

Opening Doors Conversation Circle is an opportunity for participants to continue the awareness-raising conversations initiated at the diversity appreciation workshop titled, "Opening Doors: A Personal and Professional

Journey" sponsored by the UNC School of Medicine.

For more information about the Opening Doors workshop, visit the [Opening Doors workshop](#) web page.

Location: MacNider Bldg., Room 238

Date: Tuesdays: Jan. 10, Feb. 14, Mar. 13, Apr. 10, May 8, Jun. 12

Time: 2:00 p.m. to 4:00 p.m.

Instructor: Verita Murrill

CONVERSATION CIRCLE – PROSPECTIVE SUPERVISORS & MANAGERS CIRCLE



The Prospective Supervisors & Managers Conversation Circle is an opportunity for faculty and staff with the desire to step in a management or supervisory role to connect with other individual contributors across campus to think and learn together and leverage their shared knowledge to develop their individual supervisory and management effectiveness. This Conversation Circle is a collaborative approach to sharing ideas, distinguishing between a future manager or supervisory role and current responsibilities and thinking together about best practices with a group of people with common interests. The Prospective Supervisors and Managers Circle will meet one time per month for six months.

Location: 104 Airport Drive, 1501- C

Dates: Wednesdays, Jan. 25, Feb. 22, Mar. 28, Apr. 25, May 23, and Jun. 27

Time: 9:00 a.m. to 10:30 a.m.

Instructor: Joy Birmingham

CONVERSATIONS WITH YOUR MANAGER (Formerly: Leading Up)

The role of many employees naturally place them in the middle of opposing forces: appeasing customers and clients while meeting the expectations of their bosses. Yet without appropriate support from above, employees can be hindered in their effectiveness to develop leadership, deliver services, and take responsibility for their overall job satisfaction. Over two half-days, this workshop will explore the practical knowledge and skills of interacting respectfully with your manager, using a proven model for clear and effective communication.

You will learn and practice techniques for clarifying purpose, exploring possibilities, committing to mutually agreeable action, and seeking support. You will practice how to make suggestions, how to receive constructive feedback, and how to be personally accountable for your professional development. This course covers material similar to Managing Interactions with Your Employees and is designed for employees who do not have a formal managerial or supervisory role.

Location: 104 Airport Drive, 1501-A & B

Date: Wednesday & Thursday, Mar. 21 & 22

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Will Frey

CRITICAL THINKING SKILLS

When problems arise, how do leaders and admired thinkers produce appropriate solutions? Critical thinking is the ability and willingness to assess information and make objective judgments based on well-supported reasons. Successful organizations recognize that critical thinking and accurate solutions to problems significantly enhance customer satisfaction. In this two-half-day course, you will use case studies and exercises to learn how to:

- Make better decisions through critical thinking and analytical problem solving
- Leverage tools and techniques based on research and experimentation
- Recognize and remove obstacles to clear thinking
- Systematically analyze a specific problem or issue
- Produce more creative business solutions

Location: 104 Airport Drive, 1501-A & B

Dates: Wednesday, Apr. 18 & 25

Time: 8:30 a.m. to 11:30 a.m.

Instructor: Will Frey

CUSTOMER SERVICE SKILLS

Effective customer service, both external and internal, is critical to the success of the University. UNC customers include internal and external faculty and staff, students, parents, alumni, and community partners (town). This program introduces skills needed to enhance customer relations, deliver top quality service, handle difficult customers, and say "no" without inflaming the customer. As a result of this seminar, you will be able to: recognize the importance of customer service in retaining customers as well as in building and maintaining relationships; understand the needs of customers and empathize with them; understand difficult customers; project a professional image with customers over the phone and in-person; handle challenging service-oriented situations; apologize skillfully; solve customer problems and other related customer service issues.

Section 1

Location: 104 Airport Drive, 1501-A & B

Date: Thursday, Jan. 12

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Joy Birmingham

Section 2

Location: 104 Airport Drive, 1501-A & B

Date: Wednesday, Apr. 4

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Joy Birmingham

DEVELOPING ORGANIZATIONAL PARTNERSHIPS

As a leading public institution, Carolina's work environment requires departments, teams, schools and divisions to effectively balance new, multiple, and competing priorities and in some instances, to do more with fewer resources. An often overlooked yet beneficial tool in this balancing act is the critical strategy of partnership. Successful organizational partnerships expand resources, enhance focus on issues that matter most, encourage strategic work load sharing, and promote healthy working relationships.

Participants in this workshop will learn to recognize a partnership opportunity, build strategic alliances, identify and cultivate the characteristics of effective partnerships, and understand the essential components of sustaining effective partnerships.

Location: 104 Airport Drive, 1500-A & B

Date: Wednesday, Feb. 29

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Verita Murrill

DIVERSITY AND LEADERSHIP

The University of North Carolina at Chapel Hill is an extraordinarily diverse community consisting of people with various personality types, socio-economic backgrounds, religious beliefs or none, geographic origins within and outside the US as well as people of different races, ethnicities, cultures, and the list goes on. Given these and other differences that exist within the University community, how can one effectively lead employees, work groups, departments or divisions composed of such diversity?

This program will explore diversity-related challenges to effective leadership and examine how leaders can leverage the benefits of diversity to create a healthy work environment where differences among team members are celebrated rather than feared.

Location: 104 Airport Drive, 1501-A & B

Date: Tuesday, Apr. 3

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Verita Murrill

DIVERSITY IN THE WORKPLACE

There is no doubt that we live in an increasingly diverse world. The need to be able to communicate effectively and work together with diverse people and help them reach common goals is becoming increasingly

obvious. As a result of this interactive seminar, you will be able to learn to communicate effectively with your peers and supervisors concerning diversity issues, understand the framework for diversity at the university, engage in and encourage free and open discussion of diversity issues, share ideas and experiences involving diversity, become familiar with statistics on gender and minority presence in the campus student body and workforce, and become familiar with some of the initiatives, programs and services offered on campus with a diversity focus.

Location: 104 Airport Drive, 1501-A & B

Date: Tuesday, Feb. 7

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Cookie Newsom

DIVERSITY IN THE WORKPLACE FOR SUPERVISORS

There is no doubt that we live in an increasingly diverse world. The need to be able to communicate effectively, build teams and encourage collaboration amongst diverse peoples to help them reach common goals is becoming increasingly obvious. As a result of this interactive seminar, you will be able to: effectively communicate with your employees concerning diversity issues; explore national trends of peer institution programs that are making a difference globally; learn strategies on how valuing diversity improves employee satisfaction and productivity; begin understanding the framework for diversity at the University; develop shared language for mutual respect; encourage free and open dialog on difference and valuing differences; model effective tactics for mutual cooperation and communication; moderate conflicts arising from diversity issues (intolerance, racism, homophobia, sexism); share ideas and experiences involving diversity issues; become familiar with statistics on UNC's diverse campus community; become familiar with some of the initiatives, programs and services offered on campus with a diversity focus; and learn ways of becoming and encouraging your staff to become more involved with Carolina's diverse communities.

Location: 104 Airport Drive, 1500-A & B

Date: Wednesday, Apr. 11

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Cookie Newsom

EFFECTIVE DECISION MAKING

Every action and interaction we undertake (or avoid!) is the consequence of a decision, yet we often spend more time evaluating the action itself than the decision making that led to the action. In this course we'll look at formal decision making models and processes, as well as the "unconscious" decisions we are always

making moment to moment. The objective is to provide you with skills and insights you can apply immediately to improve individual and group decision-making.

Location: 104 Airport Drive, 1500-A & B

Date: Thursday, Apr. 12

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Will Frey

EMAIL MANAGEMENT 101

Is your email inbox "overflowing"? Are you about to reach your inbox storage limit? Do you need help determining which emails to delete and which need to be kept? In this course, you will learn records management policies at UNC and how they apply to email, existing email policies and guidelines, and practical strategies on how to manage your inbox.

Location: 104 Airport Drive, 1501-C

Date: Wednesday, Apr. 11

Time: 9:00 a.m. to 10:30 a.m.

Instructor: Erin O'Meara, Univ. Archives

FOUNDATIONS OF HIGH PERFORMING TEAMS

These days it seems like the word "teams" has become a catch phrase for almost any group of people brought together to accomplish most anything. As part of the University system, working with others is a common reality. The need for quality leadership, skills to manage personnel and a good system for communication are essential to this culture. This program is designed to provide the essential foundations of leading your team to success. Participants will gain insights into setting a mission and vision, having a "wheel" of communication, clarifying expectations, and problem solving in a team environment. Plan on an engaging, interactive session filled with practical "take home" tools.

Location: 104 Airport Drive, 1500-A & B

Date: Wednesday, Mar. 7

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Peter Metzner

FOUNDATIONS OF SUPERVISION AT CAROLINA

Your role as supervisor is critical to the success of the University by providing front line leadership for your team. This program is designed to increase your awareness of the resources and skills that will help you perform with less friction, greater effectiveness, and higher productivity. Course content includes an introduction to the challenges of supervision, developing managerial best practices, building trust with your team, learning effective communication skills with direct reports, and gaining knowledge of essential policies and resources. This program

will also teach you the value and use of the online manager's toolkit. Participants will gain a useful set of skills and knowledge, a plan for professional development, and insights into what it takes to be an effective supervisor at the University.

Section 1

Location: 104 Airport Drive, 1500-A & B

Date: Thursday, Mar. 1

Time: 8:30 a.m. to 4:30 p.m.

Instructor: Will Frey

Section 2

Location: 104 Airport Drive, 1501-A & B

Date: Thursday, May 8

Time: 8:30 a.m. to 4:30 p.m.

Instructor: Will Frey

FUNDAMENTAL COMMUNICATION SKILLS

Communication is part of our everyday life. From practical conversations with co-workers, to how we present ourselves to our supervisors, learning good communication skills is essential to succeeding in the workplace. This course will provide an overview of key fundamental skills. Topics that will be covered include: listening skills, providing opinions and comments, reading the environment, and framing your message. Skill practice will reinforce these vital communication tools so they may be applied immediately following the course.

Location: 104 Airport Drive, 1500-A & B

Date: Wednesday & Thursday, Jan. 25 & 26

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Will Frey

INFLUENCING AND NEGOTIATING EFFECTIVELY

As a more effective negotiator, you can transform contention and stalemate into dynamic, productive results in terms of influencing people but also in exerting better control over time and resources. This workshop gives a solid foundation in basic negotiation techniques by focusing on the dynamics of interpersonal and group conflict and how to prepare for negotiation. It also encourages participants to discover and practice proven concepts and techniques of win-win negotiation. It helps participants become aware of their preferred negotiating styles along with its strengths and weaknesses, providing tools to improve their success in influencing others. As a result of this program, participants will: learn the pros and cons between positional and interest-based negotiation; plan negotiation like other managerial tasks; understand two major approaches and how to choose between them; learn key points and practice skill-building negotiation exercises; and talk about back-home negotiation situations and gain confidence through increased knowledge.

Location: 104 Airport Drive, 1501-A & B

Date: Monday, Mar. 19

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Beth High

INTERVIEWING SKILLS FOR SUPERVISORS

Note: Successful completion of pre-work is mandatory.

Looking for a candidate with "the right stuff" for a vacant position? Unsure of the right questions to ask in an interview? Worried about legal issues around interviewing? In this workshop, participants will learn: the fundamentals of Behavior-Based Interviewing; do's and don'ts for a proper interview; questions that may be asked, and the questions to avoid; and how to **really** determine if a candidate is right for the job.

Location: 104 Airport Drive, 1501-A & B

Date: Thursday, Mar. 15

Time: 9:00 a.m. to 3:00 p.m.

Instructor: Verita Murrill

IT TAKES ALL TYPES: INTRO TO THE MBTI

The behavior of those around us often seems erratic and confusing. We question their actions and even wonder at times about our own behavior. Why do we do the things we do? This interactive workshop uses the Myers-Briggs Type Indicator (MBTI) to help you examine why others behave the way they do and why you are the person you are. The instrument reports your indicated preferences from a completed assessment, and the information is used in the session to help you gain insight into your personality type. Participants will learn to understand the concepts of 16 personality types; recognize their own type behavior; and recognize the ethical pitfalls of using type inappropriately and how to avoid them.

Note: Early registration is required.

Instructions for taking the MBTI online will be emailed to each participant prior to the workshop. The instruments **must** be completed within the time specified. Participants who do not complete their assessments on time may not attend that session, but may register for the next available session.

Section 1

Location: 104 Airport Drive, 1501-A & B

Date: Tuesday, Jan. 31

Time: 9:00 a.m. to 12:00 p.m.

Instructors: Will Frey & Joy Birmingham

Section 2

Location: 104 Airport Drive, 1501-A & B

Date: Tuesday, Jun. 5

Time: 9:00 a.m. to 12:00 p.m.

Instructor: Joy Birmingham

LEADING CHANGE IN THE WORKPLACE

This course is for participants who currently

have management and/or leadership responsibilities.

Change continues to be a crucial component (and often a challenge) for departments and teams throughout the University. As a result, managers and leaders are required to lead change initiatives that impact not only the organization's operations but also the emotions of team members who are charged to carryout and undergo change.

This course is designed to provide practical tools for change leaders to:

- Effectively communicate change messages (what, why, when, how, etc.)
- Set clear expectations regarding the phases of change and potential course corrections
- Consider the practical and emotional elements of change
- Understand the stages of change within an intact team

Location: 104 Airport Drive, 1501-C

Date: Thursday, Apr. 12

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Verita Murrill

MBTI & LEADERSHIP

Prerequisite: Completion of "It Takes All Types: Intro to the MBTI" and knowledge of your MBTI type.

This workshop will provide managers with an understanding of how personality types can influence leadership effectiveness, an awareness of their own style, and strategies for using that awareness to improve one's own performance. Through group discussions, participants will explore how leadership style impacts team dynamics, ways of communicating effectively, use of time, and characteristic ways of dealing with colleagues. Participants will learn the strengths and developmental needs associated with Type; discover how 8 basic mental functions are expressed in leader behavior; and use a problem solving model that engages major preferences of all types.

Location: 104 Airport Drive, 1501-A & B

Date: Tuesday, May 22

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Will Frey

MBTI AND THE WORKPLACE

Prerequisite: Completion of "It Takes All Types: Intro to the MBTI" and knowledge of your MBTI type.

Designed as a follow-up course to "It Takes All Types: Intro to the MBTI," this workshop is intended to help participants gain practical ideas for utilizing type in the workplace. Participants will begin by exploring how their own type can be expressed through working styles and preferences. Subsequently, participants will explore how other type preferences can be expressed in the workplace, and will examine hands-on techniques for navigating effective working styles among

all 16 types. Through the use of discussion and small group exercises, class participants will gain tools and insight for utilizing type in typical workplace situations including ideal working environment, team building and will also apply the type lens to the larger organization.

Location: 104 Airport Drive, 1501-A & B

Date: Tuesday, May 15

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Will Frey

MANAGING DIVERSE WORKSTYLES

All employees have a style and approach to work that has been shaped by past work experiences (corporate environments, military, academia, non-profit organizations, volunteer experiences, etc.) as well as generational differences, and other factors. When managing a team of any size, an effective manager understands that team members' work styles may not mirror his/her work style. Often times, managers fail to recognize that the differences in styles and approaches to work can be beneficial. This program will provide an opportunity for participants to examine their own work styles and to consider ways in which working with and managing people with different approaches to work can be beneficial instead of confusing or frustrating. Participants will learn to identify common work styles and learn to apply their knowledge of work styles to improve communication, leverage strengths, and promote creativity and productivity among their teams.

Location: 104 Airport Drive, 1501-A & B

Date: Thursday, May 10

Time: 8:30 a.m. to 12:30 p.m.

Instructor: Verita Murrill

MANAGING FROM A DISTANCE



In the mission statement of the University of North Carolina at Chapel Hill it states, "We also extend knowledge-based services and other resources of the University to the citizens of North Carolina and their institutions to enhance the quality of life for all people in the State." This commitment to serve North Carolinians across the state requires many employees to live and work outside Chapel Hill. Managing and supervising employees at a distance has become a reality for us on at a national level and possibly on a global scale.

Participants will learn best practices for working with employees who don't reside on the same premises on a daily basis. They will explore the dos and don'ts of managing at a distance, based on the developmental needs of the manager, employees and department history and will leave with a customized implementation plan to use with their employees immediately.

Location: 104 Airport Drive, 1501-A & B
Date: Thursday & Wednesday, May 31 & Jun. 6
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Joy Birmingham

MANAGING INTERACTIONS WITH YOUR EMPLOYEES (Formerly: Interaction Management)

Managing people in today's workplace environment can be challenging. As SPA and EPA administrators, managers and supervisors, you are asked to lead both individuals and teams, adapt to restructured organizations, assume more responsibility with limited resources, and address the work-related needs of an ever-changing, diverse workforce. This interactive workshop will help build your skills in communicating with your employees. You will learn and practice techniques for building commitment among your staff, discussing performance problems, administering discipline, and giving praise and support. Modules to be covered include: interaction management essentials, coaching for improvement, and coaching for success.

Section 1

Location: 104 Airport Drive, 1501-A & B
Date: Wednesday & Thursday, Jan. 18 & 19
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Joy Birmingham

Section 2

Location: 104 Airport Drive, 1501-A & B
Date: Tuesday & Thursday, Mar. 27 & 29
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Verita Murrill

MOVING FROM PEER TO MANAGER



When you are a peer and have a good relationship with your co-workers, everything can move along and peak performance can be attained. However, when one peer gets tapped to be the manager or supervisor, all relationships must change. Ken Blanchard, author of the One Minute Manager, states, "when one person in a team changes, the entire team starts the process of team development from the beginning."

Transitions like this are challenging in ideal situations, but making changes within reporting relationships, even when the change is anticipated, can test some individual's flexibility beyond reason. Participants will learn about the process of moving from peer to manager and what they and their manager can do to mitigate the possible fall out of change. We will discuss best practices and the skills that get called on during times of transition. Participants who are anticipating a transition into a management role within the next year, as well as those managers and supervisors who have already transitioned within the past year would benefit from taking this course,

especially those who want to reflect on what didn't work so well and make some necessary changes.

Location: 104 Airport Drive, 1501-A & B
Date: Tuesday, May 1
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Joy Birmingham

NOTARY PUBLIC CERTIFICATION

This course prepares participants to be certified in the state of North Carolina as a Notary Public, and it includes specific instruction as to: requirements and qualifications for this office; General power and limitations of the office; oaths and affirmations; and depositions and affidavits.

This class is sponsored and funded by the Employee Forum.

NOTE: Certification requires that each applicant must: 1) Be a high school graduate or equivalent 2) Complete all six hours of this course and pass the exam, 3) Reside legally in the U.S. 4) Speak, read and write in English.

NOTE: Per new State regulations, all class participants are required to present some form of state-issued photo identification upon arriving at class. This can include a driver's license, state ID with picture, or United States Passport.

Section 1

Location: 104 Airport Drive, 1501-A & B
Date: Friday, Feb. 17
Time: 8:30 a.m. to 4:30 p.m.

Section 2

Location: 104 Airport Drive, 1501-A & B
Date: Monday, May 14
Time: 8:30 a.m. to 4:30 p.m.

OVERCOMING TEAM DYSFUNCTIONS

Comprised of individuals brought together for a specific purpose, teams face a variety of challenges. How is your team performing? Is it prepared to invest the time and energy required to be a great team? Successful teams develop trust, manage conflict, generate commitment, hold its members accountable, and produce results. By the end of this short course, you will understand the importance of each function and how to use tools and exercises to face the challenges of team work, as suggested by Patrick Lencioni in the bestselling book The Five Dysfunctions of a Team. Recommended for both team leaders and team members.

Location: 104 Airport Drive, 1501-A & B
Date: Thursday, May 3
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Will Frey

RECORDS MANAGEMENT 101

Would you like to become a more proactive and informed record keeper and records

management "liaison" within your office? This introductory session will give you a basic overview of records management at UNC. We'll cover how to use the Records Retention and Disposition Schedule, outline some basic steps you can take to take to avoid or mitigate the loss of essential records due to a disaster, and learn some examples of efficient record keeping systems in use on campus. We'll conclude the session with strategies for dealing with some of the harder issues that arise in records management, such as managing confidential records, employee separation, and "inherited" files.

Location: 104 Airport Drive, 1501-C
Date: Wednesday, Feb. 8
Time: 9:00 a.m. to 10:30 a.m.
Instructor: Erin O'Meara, University Archive

RUNNING EFFECTIVE MEETINGS

If you lead meetings in your current role with customers, clients, coworkers, employees, students, or individuals who you don't know well yet, then this class is designed for you! Poorly led meetings are cited as one of the biggest time wasters and de-motivators of our work lives. Build your skills in leading meetings effectively! In this course, the cost of poorly run meetings will be identified and discussed. Participants will learn when to call a meeting, how to prepare for a meeting, and how to keep meetings brief and productive. Strategies for using tools such as agendas, minutes and ground rules to maximize productivity will be presented. Participants will also learn tips for managing latecomers, cliques and disruptive participants. In today's fast paced business environment, we all need to know how to involve dispersed individuals across NC, the country and possibly across the globe. Participants will have the opportunity to explore the use of multi-media and social networking when involving participants at a distance.

Location: 104 Airport Drive, 1501-A & B
Date: Thursday, Feb. 9
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Joy Birmingham

STRESS MANAGEMENT

Life is full of stressful events which can lead to headaches, sleep disturbances, anxiety, and high blood pressure. Stress management trains you how to relax and stay focused on healthy responses. You will be introduced to various practices of mind-body awareness such as noticing your thoughts without judgment, labeling of feelings, dealing with emotions and aggressive behaviors, and gentle stretching for home and office.

Section 1

Location: 104 Airport Drive, 1501-C
Date: Thursday, Feb. 2
Time: 9:00 a.m. to 11:30 a.m.

Instructor: Will Frey

Section 2

Location: 104 Airport Drive, 1501-C
Date: Thursday, May 10
Time: 9:00 a.m. to 11:30 a.m.
Instructor: Will Frey

TIME MANAGEMENT

There is no mystery about managing time. Everyone has 24 hours each day and 168 hours each week to eat, sleep, work, relax, exercise, spend quality time with loved ones, etc. There is nothing magical about getting the most from these hours. Developing organization skills, understanding the demands on our time, and uncovering the time-wasting patterns we perpetuate are some of the ways we begin to incorporate the pieces of our lives into a flow that works. This course is a highly personalized approach to managing a schedule. Participants will apply their own specific time management problems to methods that allow teams and workgroups to become more efficient and better at prioritization and accountability. Participants will discover their own ineffective behavior patterns and ways to cope with them, learn many easy-to-implement ideas to improve the flow of their work lives, examine

group dynamics that help or hinder efficiency, and explore practical solutions to problems. On the first half day, Section 1, participants will explore nitty-gritty time wasters at the micro level and learn the strategies for overcoming them. Section 2, on the second half day, participants will look at time from the macro level as well as the five current best practices in time management. The whole class experience will enable participants to define and implement their personal concept of more effective time management practices.

Section 1

Location: 104 Airport Drive, 1501-A & B
Date: Tuesdays, Feb. 21 & Feb. 28
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Joy Birmingham

Section 2

Location: 104 Airport Drive, 1501-A & B
Date: Thursdays, May 17 & May 24
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Joy Birmingham

VALUABLE PRESENTATION SKILLS

Imagine delivering a presentation with ease, success, and enjoyment. Yes, but... Where do you begin? How do you communicate effectively? How can you address nervousness?

Equal Opportunity/ADA Office

The Equal Opportunity/ADA Office provides support for the members of the University community to ensure that all community members have opportunities to participate in University sponsored activities.

Programs and training offered through EO/ADA Office:

- Online training for "Preventing Sexual Harassment" and "Preventing Employment Discrimination."
- Equal Employment Opportunity Institute (EEOI), which helps managers

understand important employment discrimination laws and how they impact day-to-day managerial decisions.

For more information about these programs, please contact the [Equal Opportunity/ADA Office](#) at 966-3576.

Finance Classes For Spring 2012

The Finance Division is offering a number of sessions for January thru June 2012. [Click here](#) to register for trainings. You can browse events by sponsor. Our sponsor name is Finance Training. Your registration will be confirmed by e-mail. For a list of Finance Training resources, [click here](#).

Continuing Professional Education (CPE)

Various

FINANCE DATA WAREHOUSE REPORT TRAINING

The Finance Data Warehouse makes it possible to view data from 1999 to current fiscal year; and contains data from all major data systems on campus--- student, personnel, finance, space/facilities. This training will cover using the Report function to create reports using predetermined system filters. Reports can be downloaded to Microsoft Excel, allowing users to sort and analyze the data.

FINANCE DATA WAREHOUSE REPORT GENERATOR TRAINING

If you have been frustrated with the "canned" reports in other programs, find yourself trying to create reports using data from several sources, or just want to advance your knowledge of the Finance Data Warehouse, this is the training for you. This training will cover using the Finance Data Warehouse Report Generator function to create your own reports. Reports can be downloaded to Microsoft Excel, allowing users to sort and analyze the data. This training will also cover using Pivot Tables to organize your data in an Excel spreadsheet.

FINANCE DIVISION WORKSHOP FOR NEW EMPLOYEES

This training is designed to provide new employees with an overview of the Finance Division. Registration is not restricted to new employees.

FINANCIAL ENVIRONMENT TRAINING

Do you need help understanding financial processes and procedures at the University? This class is for you. In this course, participants will gain an overview of what the UNC-CH accounting process entails, a brief synopsis of the different accounts, knowledge of which form to use for payment, the accounting systems/applications available, and

contact and resource lists.

FINANCIAL RECORDS SYSTEM (FRS) TRAINING

This course is an overview of the Financial Records System for new users. This course provides an overall summary to help users navigate through screens and gain a better understanding of their accounts

STATE AND F&A BUDGET REVISION TRAINING

NBX and OBT are used to maintain and

modify state, state receipt-supported and F&A budgets. There are also various screens in FRS that can be used to monitor budgets. This course will provide hands-on experience with NBX, OBT and various useful screens, as well as information on possible error messages and overrides encountered in NBX.

THE BUDGET MANAGEMENT SYSTEM (BMS)

This module of the EPAWeb system replaces the University's mainframe Position Control System as the mechanism for tracking budget

and FTE associated with permanent and temporary EPA employees. The system tracks budget and FTE for state, state receipt-supported and F&A funds. The system also tracks budget for non-state funds.

WIRE TRANSFER TRAINING

Any employee directly involved in foreign or domestic wire transfer transactions should attend this class. This training will aid in reducing the number of rejected or delayed wire transfer transactions.

Finance Trainings Related to Connect Carolina

For information on Finance Trainings related to Connect Carolina, [click here](#).

EPROCUREMENT: ORDERING FROM VENDOR CATALOGS

This workshop is for UNC-CH employees who would like to know more about making purchases from vendor catalogs such as Staples, PerkinElmer, and Grainger. This workshop explains how to approve vendor catalog orders (for departments who choose to have approvals for these types of orders).

eProcurement replaces eCommerce, and is used only for orders under \$5,000 and for object codes 2xxx (supplies) and 35xx (maintenance repairs). Note that the Small Order Process portion of ePro will not be covered in this workshop.

EPROCUREMENT: PAYING INVOICES WITH THE SMALL ORDER PROCESS

This workshop is for staff who need to know how to pay invoices using eProcurement (ePro). You will use ePro for invoices that are from vendors (for example, not personal reimbursements), under \$5,000, and for supplies and maintenance repairs (object codes 2xxx and 35xx).

HR On Demand Seminars

The Office of Human Resources is offering these classes that are available for departments, schools or division upon request. Classes will be provided by HR specialists on each topic. For more information or to schedule a class, call Training & Talent Development at 962-2550. Classes should be scheduled by departmental management or the HR Facilitator. Minimum class sizes may apply.

ADMINSTERING DISCIPLINARY ACTION FOR CONDUCT & PERFORMANCE ISSUES

This program will focus on the components of the disciplinary process and will provide guidelines for documenting the issue properly and for determining the appropriate disciplinary action to take.

APPLYING COMPENSATION IN CAREER BANDING

This program reviews compensation policy, the four pay factors and how to use them, internal equity and setting salaries in career banding. For HRF's, managers, supervisors and SPA employees.

DISCOUNT DEALS AT CAROLINA

Learn about all the benefits of being a Carolina employee from how to use your UNC One Card, getting deals on tickets to men's basketball and football events and the many discount arrangements we have with local, regional and nationwide businesses.

EMPLOYEE RECOGNITION & REWARDS

This program is designed to assist departments with developing a low-cost or no-cost recognition program to further employee engagement. Learn this value of positive

reinforcement; recognize the two kinds of employee rewards and develop a program (or "reignite" a program) in your department.

FORM I-9 SELF-AUDITS - QUICK TIPS & IMPORTANT REMINDERS

This program offers quick tips and important reminders for processing Form I-9 to avoid penalties and ensure compliance with Federal laws governing the employment eligibility verification process..

LAYOFF PROCESS OVERVIEW

This course describes the layoff process from creating a layoff approval request and obtaining approval to notifying employees and handling communications. Also included is general information about employee eligibility for layoff benefits, unemployment compensation, priority re-employment, and career transition counseling services.

PERFORMANCE MANAGEMENT

This program will focus on the entire SPA performance management process; from writing an effective job description and work plan to monitoring employee performance during the performance cycle and writing an accurate performance appraisal.

TUITION WAIVER & EDUCATIONAL ASSISTANCE

This session is intended to provide a review of the various Tuition Assistance available to employees. Learn about the tuition waiver program, educational assistance, student fee waiver and other scholarship opportunities available to employees.

UNDERSTANDING UNIVERSITY RETIREMENT PLANS

This program is designed to provide a basic foundation for understanding the differences between all the University's retirement programs, including the Teachers' and State Employees' Retirement System, the Optional Retirement Program, NC 401(k), NC Deferred Compensation and the University System Voluntary 403(b) Retirement programs.

WRITING JOB DESCRIPTIONS

This course reviews the different requirements and aspects of writing successful job descriptions and assigning competencies that are reflective of the job duties. For HRF's, managers, supervisors and SPA employees.

Course Descriptions

Courses in the HR Policy and Processes section are designed to provide a robust and solid understanding of the various Human Resource functions that are required at Carolina. Updated regularly with new information and the latest updates, these courses will keep you informed and prepared to handle all your supervisory and/or HR needs, including HR systems training. Most of these opportunities are designed for managers, supervisors and HR Facilitators; however, with supervisory approval, they are open to all employees.

ADVANCED HR PROBLEM SOLVING FOR MANAGERS

Prerequisites: Completion of 4 core policy programs (SPA Hiring: From Posting to Probation, Classification & Compensation Design, Performance Management for SPA Employees, and Determining Cause for Disciplinary Action).

Welcome to the Department of P.A.I.N.! This case-study based program for supervisors presents a series of difficult workplace scenarios. Participants will identify which policies are relevant to each scenario, what additional information is required before action can be taken, then develop an action plan to address the situation and identify available resources.

Instructor: OHR Staff, Employee & Management Relations

Location: 104 Airport Drive, 1501-A & B
Date: Friday, Jun. 15
Time: 8:30 a.m. to 12:30 p.m.

AMERICANS WITH DISABILITIES ACT (ADA) TRAINING

This session is designed to provide an overview of the ADA and ADAADA. It will also help remove negative stereotypes regarding employees with disabilities and separate ADA myths from facts. It highlights the need for us to appreciate the Ability in disability. It will also increase awareness of the University's Reasonable Accommodations in Employment Policy and familiarize employees and supervisors with their responsibilities and available resources.

Instructor: Rudy Jones, Equal Opportunity/ADA Office

Section 1

Location: 104 Airport Drive, 1501-C
Date: Wednesday, Mar. 7
Time: 9:00 a.m. to 12:00 p.m.

Section 2

Location: 104 Airport Drive, 1501-C
Date: Wednesday, Jun. 6
Time: 9:00 a.m. to 12:00 p.m.

EPA NON-FACULTY HR TOPICS

This class builds on the EPA HR Basics class and provides a discussion of topics specific to EPA non-faculty employees. This class includes an overview of the EPA non-faculty job classification and position approval process, appointment and termination procedures, an overview of the EPA non-faculty grievance process, and employee leave policies. This course is suited for someone seeking a better understanding of the terminology and procedures encountered by those involved

in EPA non-faculty human resources administration.

Sponsor: EPA Non-Faculty Human Resources

Section 1

Location: 104 Airport Drive, 1501-C
Date: Tuesday, Jan. 24
Time: 8:30 a.m. to 12:30 p.m.

Section 2

Location: 104 Airport Drive, 1501-C
Date: Tuesday, Apr. 24
Time: 8:30 a.m. to 12:30 p.m.

FACULTY HR TOPICS

This class focuses on various aspects of the faculty appointment and promotion process including a review of faculty categories and ranks, a summary of faculty appointment and review processes, and several types of special pay such as overload, summer pay, and summer session. Coverage is also given to faculty leave policies. This course is suited for someone seeking a better understanding of the mechanics of faculty ranks and appointments and more frequently encountered faculty pay and leave issues.

Sponsor: Office of The Provost Health Affairs

Section 1

Location: 104 Airport Drive, 1501-C
Date: Tuesday, Feb. 14
Time: 9:00 a.m. to 11:30 a.m.

Section 2

Location: 104 Airport Drive, 1501-C
Date: Tuesday, May 8
Time: 9:00 a.m. to 11:30 a.m.

I-9 POLICY, PROCEDURE & LAWLOGIX TRAINING (Formerly: I-9 & EEV)

The Office of Human Resources is offering Form I-9 policy, procedure and LawLogix electronic I-9 training for HR Facilitators and departmental staff who are responsible for managing the Form I-9 process. This program is designed for HR Facilitators who process, review, and maintain I-9 documentation and employment eligibility verification (EEV) information. The program will address the policies and procedures, compliance manual, the purpose of these processes, when an I-9 and/or E-Verify check is required, documentation requirements, steps in completing and troubleshooting forms, records maintenance, and other related topics.
Sponsor: Employment & Staffing

Section 1

Location: 104 Airport Drive, 1501-C
Date: Wednesday, Jan. 4
Time: 2:00 p.m. to 4:30 p.m.

Section 2

Location: 104 Airport Drive, 1501-C
Date: Tuesday, Jan. 10
Time: 9:00 a.m. to 11:30 a.m.

Section 3

Location: 104 Airport Drive, 1501-C
Date: Thursday, Feb. 16
Time: 9:00 a.m. to 11:30 a.m.

Section 4

Location: 104 Airport Drive, 1501-C
Date: Wednesday, Mar. 21
Time: 2:00 p.m. to 4:30 p.m.

Section 5

Location: 104 Airport Drive, 1501-C
Date: Friday, Apr. 27
Time: 9:00 a.m. to 11:30 a.m.

Section 6

Location: 104 Airport Drive, 1501-C
Date: Wednesday, May 23
Time: 2:00 p.m. to 4:30 p.m.

Section 7

Location: 104 Airport Drive, 1501-C
Date: Tuesday, Jun. 12
Time: 9:00 a.m. to 11:30 a.m.

Section 8

Location: 104 Airport Drive, 1501- A & B
Date: Thursday, Jun. 28
Time: 2:00 p.m. to 4:30 p.m.

PERFORMANCE MANAGEMENT & DISCIPLINARY PROCESSES FOR SPA EMPLOYEES

In addition to learning all aspects of the performance management and discipline policies for SPA employees, participants will practice setting work expectations, holding work planning conferences and holding disciplinary counseling sessions, with multiple case studies for discussion and analysis.
Sponsor: Employee & Management Relations

Section 1

Location: 104 Airport Drive, 1501- A & B
Date: Monday, Wednesday & Friday, Jan.30, Feb. 1, 3
Time: 8:30 a.m. to 12:30 p.m.

Section 2

Location: 104 Airport Drive, 1501- A & B, 1402, 1501- A & B
Date: Monday, Wednesday, & Friday, Mar. 26, 28, 30
Time: 8:30 a.m. to 12:30 p.m.

Section 3

Location: 104 Airport Drive, 1501- A & B
Date: Monday, Wednesday, Friday, May 21, 23, 25
Time: 8:30 a.m. to 12:30 p.m.

PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE

The goal of this course is to enable participants to understand what sexual harassment is; identify inappropriate workplace behaviors, increase awareness and employ strategies to prevent it. The class will also clarify organizational and administrative liability and responsibility, highlight the University's sexual harassment policies and procedures, and provide guidelines and resources for reporting and responding to sexual harassment. This course is open to and beneficial for all UNC Chapel Hill employees who need an increased awareness and understanding of sexual harassment prevention.

Instructor: Camille Brooks, Equal Opportunity Office

Section 1

Location: 104 Airport Drive, 1501-C
Date: Tuesday, Mar. 20
Time: 10:00 a.m. to 12:00 p.m.

Section 2

Location: 104 Airport Drive, 1501-C
Date: Friday, May 11
Time: 1:00 p.m. to 3:30 p.m.

SPA CLASSIFICATION & COMPENSATION MANAGEMENT

Is there a better way to organize your department's work? This program explains career banding classification and compensation system components and applies them to organizational design, including position leveling, specialization, promotional paths, cross-training, coverage, position establishment, essential functions, special pay, salary alignment, and competency assessment. *Instructors: Adam Beck & Taylor Libby, Employment, Classification & Compensation*

Location: 104 Airport Drive, 1501- A & B
Date: Tuesday, Apr. 24
Time: 8:30 a.m. to 4:30 p.m.

SPA HIRING: FROM POSTING THRU PROBATION

A hands-on, interactive program for managers

on understanding the policies and procedures for hiring permanent SPA employees, including posting requirements, targeted recruitment, screening applications, candidate interviews, final selection, salary offers, criminal conviction and reference checks, credentials verification, and probationary periods.

Instructor: Heather Hadley, Employment, Classification & Compensation

Section 1

Location: 104 Airport Drive, 1501-C
Date: Tuesday & Wednesday, Jan. 31 & Feb. 1
Time: 8:30 a.m. to 12:30 p.m.

Section 2

Location: 104 Airport Drive, 1501-C
Date: Tuesday & Wednesday, Apr. 17 & 18
Time: 8:30 a.m. to 12:30 p.m.

Section 3

Location: 104 Airport Drive, 1501-C
Date: Wednesday & Thursday, Jun. 13 & 14
Time: 8:30 a.m. to 12:30 p.m.

HR Systems Training**EPAWeb**

Learn how to navigate the EPAWeb Personnel Action System, and gain an understanding of the new processes and terminology. Examine the process of how personnel actions are to be completed for EPA Faculty, EPA Non Faculty and EPA Students using the new system by preparing hands on actions such as a New Employment, reappointments and salary/FTE changes, as well as other personnel actions. *Sponsor: HR Administration & Systems*

Section 1

Location: 104 Airport Drive, 1501-D
Date: Thursday, Jan. 12
Time: 8:30 a.m. to 3:30 p.m.

Section 2

Location: 104 Airport Drive, 1501-D
Dates: Thursday, Feb. 9
Time: 8:30 a.m. to 3:30 p.m.

Section 3

Location: 104 Airport Drive, 1501-D
Dates: Thursday, Mar. 15
Time: 8:30 a.m. to 3:30 p.m.

Section 4

Location: 104 Airport Drive, 1501-D
Dates: Thursday, Apr. 12
Time: 8:30 a.m. to 3:30 p.m.

Section 5

Location: 104 Airport Drive, 1501-D
Dates: Thursday, May 10
Time: 8:30 a.m. to 3:30 p.m.

Section 6

Location: 104 Airport Drive, 1501-D
Dates: Thursday, Jun. 14
Time: 8:30 a.m. to 3:30 p.m.

HRIS EMPLOYEE SALARY ACTIONS

Learn how to process the CB Salary Adjustment Request and CB Salary Adjustment – Assign Base Pay workflows in HRIS. As a part of this process, the CB Branch/Role Change – Assign Base Pay, which is the assign base pay workflow for CB Branch/Role Changes and Competency Changes, will also be covered. The other Direct Pay workflow for one time payments will be covered as well. *Sponsor: HR Administration & Systems*

Section 1

Location: 104 Airport Drive, 1501-D
Dates: Thursday, Jan. 19
Time: 8:30 a.m. to 11:00 a.m.

Section 2

Location: 104 Airport Drive, 1501-D
Dates: Thursday, Feb. 16
Time: 8:30 a.m. to 11:00 a.m.

Section 3

Location: 104 Airport Drive, 1501-D
Dates: Thursday, Mar. 22
Time: 8:30 a.m. to 11:00 a.m.

Section 4

Location: 104 Airport Drive, 1501-D
Dates: Thursday, Apr. 19
Time: 8:30 a.m. to 11:00 a.m.

Section 5

Location: 104 Airport Drive, 1501-D
Dates: Thursday, May 17
Time: 8:30 a.m. to 11:00 a.m.

Section 6

Location: 104 Airport Drive, 1501-D
Dates: Thursday, Jun. 21
Time: 8:30 a.m. to 11:00 a.m.

HRIS LEAVE AND TERMINATION ACTIONS

Learn how to process the Leave of Absence workflow to place an employee on leave without pay, as well as the Return from Leave workflow, to reinstate an employee back to an active pay status. You will also learn how to process the Notice of Employee Termination and Termination workflows. *Sponsor: HR Administration & Systems*

Sponsor: HR Administration & Systems

Section 1

Location: 104 Airport Drive, 1501-D
Dates: Tuesday, Jan. 24
Time: 8:30 a.m. to 10:30 a.m.

Section 2

Location: 104 Airport Drive, 1501-D
Dates: Tuesday, Febr. 21
Time: 8:30 a.m. to 10:30 a.m.

Section 3

Location: 104 Airport Drive, 1501-D
Dates: Tuesday, Mar. 27
Time: 8:30 a.m. to 10:30 a.m.

Section 4

Location: 104 Airport Drive, 1501-D
Dates: Tuesday, Apr. 24
Time: 8:30 a.m. to 10:30 a.m.

Section 5

Location: 104 Airport Drive, 1501-D
Dates: Tuesday, May 22
Time: 8:30 a.m. to 10:30 a.m.

Section 6

Location: 104 Airport Drive, 1501-D
Dates: Tuesday, Jun. 26
Time: 8:30 a.m. to 10:30 a.m.

HRIS POSITION ACTION MANAGEMENT

Learn how to process several position actions via the Establish/Maintain Position workflow. Workflows to be covered will be the Abolish, Change Position Attribute, Competency Change, Internal Transfer, New, Reclassify, Re-Establish, Reporting Relationship, and Update Duties. *Sponsor: HR Administration & Systems*

Sponsor: HR Administration & Systems

Section 1

Location: 104 Airport Drive, 1501-D
Dates: Wednesday, Jan. 25
Time: 8:30 a.m. to 10:30 a.m.

Section 2

Location: 104 Airport Drive, 1501-D
Dates: Wednesday, Feb. 22
Time: 8:30 a.m. to 10:30 a.m.

Section 3

Location: 104 Airport Drive, 1501-D
Dates: Wednesday, Mar. 28
Time: 8:30 a.m. to 10:30 a.m.

Section 4

Location: 104 Airport Drive, 1501-D
Dates: Wednesday, Apr. 25
Time: 8:30 a.m. to 10:30 a.m.

Section 5

Location: 104 Airport Drive, 1501-D
Dates: Wednesday, May 23
Time: 8:30 a.m. to 10:30 a.m.

Section 6

Location: 104 Airport Drive, 1501-D
Dates: Wednesday, Jun. 27
Time: 8:30 a.m. to 10:30 a.m.

HRIS POSITION FUNDING AND JOURNAL ENTRIES

Learn how to process several funding actions

in HRIS via the Establish/Maintain Funding workflow. As a part of the funding process, you will also learn how to process journal entry actions via the Retroactive Journal Entry Request. *Sponsor: HR Administration & Systems*

Sponsor: HR Administration & Systems

Section 1

Location: 104 Airport Drive, 1501-D
Dates: Wednesday, Jan. 18
Time: 8:30 a.m. to 11:00 a.m.

Section 2

Location: 104 Airport Drive, 1501-D
Dates: Wednesday, February 15
Time: 8:30 a.m. to 11:00 a.m.

Section 3

Location: 104 Airport Drive, 1501-D
Dates: Wednesday, March 21
Time: 8:30 a.m. to 11:00 a.m.

Section 4

Location: 104 Airport Drive, 1501-D
Dates: Wednesday, April 18
Time: 8:30 a.m. to 11:00 a.m.

Section 5

Location: 104 Airport Drive, 1501-D
Dates: Wednesday, May 16
Time: 8:30 a.m. to 11:00 a.m.

Section 6

Location: 104 Airport Drive, 1501-D
Dates: Wednesday, June 20
Time: 8:30 a.m. to 11:00 a.m.

HRIS RECRUITMENT AND HIRING ACTIONS

Learn how to process an SPA Recruitment Requisition Request workflow from start to finish, as well as the path the recruitment requisition takes once it has been completed in HRIS. You will also learn how to process an SPA Confirm Hire/Transfer workflow. This will include SPA External New Hire/Agency Transfer and Promotion workflows. *Sponsor: HR Administration & Systems*

Section 1

Location: 104 Airport Drive, 1501-D
Dates: Tuesday, Jan. 17
Time: 8:30 a.m. to 10:30 a.m.

Section 2

Location: 104 Airport Drive, 1501-D
Dates: Tuesday, Feb. 14
Time: 8:30 a.m. to 10:30 a.m.

HR Systems Training**Section 3**

Location: 104 Airport Drive, 1501-D
Dates: Tuesday, Mar. 20
Time: 8:30 a.m. to 10:30 a.m.

Section 4

Location: 104 Airport Drive, 1501-D
Dates: Tuesday, Apr. 17
Time: 8:30 a.m. to 10:30 a.m.

Section 5

Location: 104 Airport Drive, 1501-D
Dates: Tuesday, May 15
Time: 8:30 a.m. to 10:30 a.m.

Section 6

Location: 104 Airport Drive, 1501-D
Dates: Tuesday, Jun. 19
Time: 8:30 a.m. to 10:30 a.m.

HRIS TEMPORARY EMPLOYEE MANAGEMENT

Learn how to process all SPA Temporary and Student employee actions in HRIS. This will cover everything from the Temporary Hire to the Terminate Temporary Employee workflow. *Sponsor: HR Administration & Systems*

Section 1

Location: 104 Airport Drive, 1501-D
Dates: Thursday, Jan. 26
Time: 8:30 a.m. to 10:30 a.m.

Section 2

Location: 104 Airport Drive, 1501-D
Dates: Thursday, Feb. 23
Time: 8:30 a.m. to 10:30 a.m.

Section 3

Location: 104 Airport Drive, 1501-D
Dates: Thursday, Mar. 29
Time: 8:30 a.m. to 10:30 a.m.

Section 4

Location: 104 Airport Drive, 1501-D
Dates: Thursday, Apr. 26
Time: 8:30 a.m. to 10:30 a.m.

Section 5

Location: 104 Airport Drive, 1501-D
Dates: Thursday, May 24
Time: 8:30 a.m. to 10:30 a.m.

Section 6

Location: 104 Airport Drive, 1501-D
Dates: Thursday, Jun. 28
Time: 8:30 a.m. to 10:30 a.m.

Center for Faculty Excellence

NEW PRINCIPAL INVESTIGATOR (PI) TRAINING

The PI on research grants and contracts holds ultimate responsibility for the design, conduct, and management of a research study. The New PI Training will introduce faculty who are new PIs to a number of research compliance issues that they need to know about, as well as human resource issues that deal with hiring, firing, grievance policies, and performance evaluations for SPA, EPA non-faculty, and Postdoctoral employees. The 2-day training will be in two modules—(1) research compliance and (2) human resources—with each module being a ½-day workshop on each day.

For more information about this program, please contact Sohini Sengupta, Research Coordinator, Center for Faculty Excellence at 966-1741 or e-mail: sengups@unc.edu.

Work/Life & Wellness

The Office of Human Resources is committed to providing a work environment that is healthy, supportive and considerate of employees' work and personal obligations. The University's work/life and wellness programs help integrate programs, policies and services to help you better manage your professional and personal life and to help you feel more productive, engaged and satisfied in your work environment.

The Office of Human Resources presents a variety of courses, representing numerous topics brought to us through relationships with our community and campus partners. All courses are provided to the University at no cost. Courses will be scheduled throughout the year, so please look for our latest offerings at <http://www.training.unc.edu> (select the "Work/Life and Wellness" category). The courses noted below are just a sample of our offerings and will be scheduled in fall 2010.

We have made every effort to offer a majority of these seminars at or near the lunch hour to better accommodate employees' schedules. These classes are expected to be taken on employees' personal time unless noted in the online description.

Retirement Workshops

Benefits Services periodically offers a half-day retirement workshop which provide comprehensive information about the Teachers' and State Employees' Retirement System. This workshop provides information on when employees are eligible to retire, how to calculate their payment, determine which payment option will be best suited for an employee and what other benefits are available in retirement. This workshop is ideal from employees who considering retirement and want to explore their options.

A Baby! What Do I Do?

Having a new child can be overwhelming. This session is intended to provide you with some basic processes to follow to ensure continuation of your benefits, how FMLA works and what work/life programs are available to new parents.

General Information

Classes are open to permanent SPA and EPA employees. When space is available, temporary employees, post-docs, employee spouses and retirees can register two business days before a course.

Registration information: Register online at www.training.unc.edu using your Onyen and password. You may also complete the form below or contact T&TD. You will be notified of registration status and class location. Registration for most classes closes two business days before the course begins.

When attending training: All full day courses will break for a one-hour lunch. A café is onsite, with additional restaurants a short drive from the AOB. The AOB has wireless access, a phone and computer kiosk.

Parking and directions: Directions to the building can be found at hr.unc.edu/directions. Limited parking is available in the building's lot. Additional parking is available across the street. Vehicles with a University

permit can park in any unmarked parking space. Those without a permit can come to OHR's main reception area the day of class for a temporary permit. Please allow sufficient time to find parking.

Participant Cancellations: Under circumstances other than emergencies and adverse weather, participants are asked to cancel at least 72 hours in advance.

Class Cancellations: On occasion, class cancellations may occur due to circumstances outside our control (such as instructor illness or low enrollment). In those circumstances, we will notify participants as soon as possible. T&TD will announce any cancellations due to adverse weather by 7:15 a.m. on our voicemail.

Training Program Registration Form

NAME:	PID:	DEPARTMENT:
CAMPUS BOX:	WORK PHONE:	E-MAIL:
PROGRAM REQUESTED:	PROGRAM DATE:	

CHECK THE APPROPRIATE BOX:

- The program is offered during my normal working hours, and I expect to be paid for attending (supervisor's permission required).
- The program is offered during my normal working hours, and I will use vacation leave.
- The program is offered outside my normal working hours, and I do not expect to be paid.
- The program is offered outside my normal working hours, but since it is work-related, I expect to be paid for attending (supervisor's permission required).

Submit a separate form for each program requested to: Training & Talent Development, Office of Human Resources, CB# 1045, Fax 962-6010. Online registration is also available at www.training.unc.edu.

NOTE: Any employee needing reasonable accommodation to participate should contact Training & Talent Development at 962-2550.