

The Office of Human Resources  
**February Learning Opportunities**  
Growing Talent from Within

**2 Advanced Project Management**

**Location:** 104 Airport Drive, 1501-A&B  
**Date:** Thursday, Feb. 2  
**Time:** 8:30 a.m. to 4:30 p.m.

**2 Stress Management**

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

**7 Diversity in the Workplace**

**Location:** 104 Airport Drive, 1501-A&B  
**Date:** Tuesday, Feb. 7  
**Time:** 8:30 a.m. to 12:30 p.m.

**8 Records Management 101**

**Location:** 104 Airport Drive, 1501-C  
**Date:** Wednesday, Feb. 8  
**Time:** 9:00 a.m. to 10:30 a.m.

**9 Running Effective Meetings**

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

**9 EPAWeb**

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

**14 Business Writing Essentials**

**Location:** 104 Airport Drive, 1501-A&B  
**Date:** Tuesday, Feb. 14  
**Time:** 9:00 a.m. to 3:00 p.m.

**14 Faculty HR Topics**

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

**15 Coaching Skills (Introduction)**

**Location:** 104 Airport Drive, 1501-A&B  
**Date:** Wednesday & Thursday, Feb. 15 & 16  
**Time:** 8:30 a.m. to 12:30 p.m.

**16 I-9 Policy, Procedure, & Lawlogix Training**

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

**17 Notary Public Certification**

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

**21 Time Management**

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

**22 Conflict Management Skills for the Workplace**

**Location:** 104 Airport Dr., 1501-A&B  
**Date:** Wednesday & Thursday, Feb. 22 & 23  
**Time:** 8:30 a.m. to 12:30 p.m.

**29 Developing Organizational Partnerships**

**Location:** 104 Airport Dr., 1501-A&B  
**Date:** Wednesday, Feb. 29  
**Time:** 8:30 a.m. to 12:30 p.m.



**UNC**  
HUMAN RESOURCES

## This Month's Featured Courses

### 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.

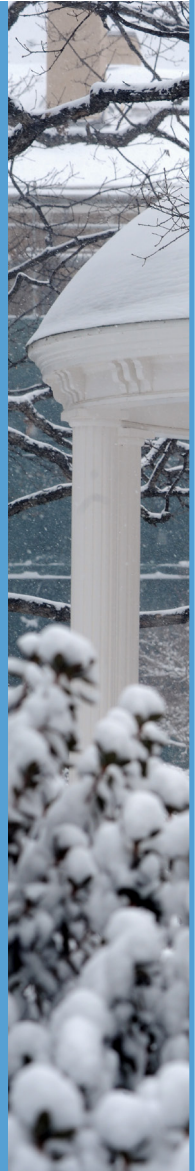
### Diversity in the Workplace

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.

### 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.



Register for any of these classes at [www.training.unc.edu](http://www.training.unc.edu) or by calling 962-2550.  
All classes are free and open to staff and faculty. Follow us on **Facebook** and **Twitter!**