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 various departments on campus. 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
<table>
<thead>
<tr>
<th>Day</th>
<th>Course Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>People Admin Training: Permanent EPA Faculty and Non-Faculty</td>
<td>14</td>
</tr>
<tr>
<td>9</td>
<td>Customer Service Skills</td>
<td>7</td>
</tr>
<tr>
<td>9</td>
<td>Valuable Presentation Skills*</td>
<td>10</td>
</tr>
<tr>
<td>9</td>
<td>Conversation Circle: Managers Circle*</td>
<td>6</td>
</tr>
<tr>
<td>10</td>
<td>Managing at a Distance*</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>People Admin Training: Temporary Postings</td>
<td>17</td>
</tr>
<tr>
<td>12</td>
<td>Conversation Circle: Prospective &amp; New Manager or Supervisors*</td>
<td>6</td>
</tr>
<tr>
<td>15</td>
<td>Performance Management &amp; Disciplinary Processes for SPA Employees*</td>
<td>13</td>
</tr>
<tr>
<td>17</td>
<td>People Admin Training: SPA Permanent Postings</td>
<td>14</td>
</tr>
<tr>
<td>18</td>
<td>SPA Hiring: From Posting thru Probation</td>
<td>13</td>
</tr>
<tr>
<td>8</td>
<td>Running Effective Meetings</td>
<td>10</td>
</tr>
<tr>
<td>14</td>
<td>Teachers &amp; State Employees Retirement Workshop</td>
<td>15</td>
</tr>
<tr>
<td>14</td>
<td>People Admin Training: Temporary Postings</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>Change Management</td>
<td>5</td>
</tr>
<tr>
<td>15</td>
<td>Conversation Circle: Opening Doors*</td>
<td>6</td>
</tr>
<tr>
<td>20</td>
<td>I-9 Policy, Procedure &amp; Lawlogix Training</td>
<td>13</td>
</tr>
<tr>
<td>20</td>
<td>Advanced Communication Skills*</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>EPA Non-Faculty HR Topics</td>
<td>12</td>
</tr>
<tr>
<td>2</td>
<td>Valuable Presentation Skills*</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>Interviewing Skills for Supervisors</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>Managing Interactions with Your Employees*</td>
<td>9</td>
</tr>
<tr>
<td>6</td>
<td>Time Management</td>
<td>10</td>
</tr>
<tr>
<td>7</td>
<td>People Admin Training: Permanent EPA Faculty and Non-Faculty</td>
<td>14</td>
</tr>
<tr>
<td>8</td>
<td>Recognizing &amp; Rewarding Employees</td>
<td>10</td>
</tr>
<tr>
<td>1</td>
<td>Postdoc HR Issues Training</td>
<td>13</td>
</tr>
<tr>
<td>4</td>
<td>Coaches Skills 101 (Introduction)*</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>People Admin Training: Permanent EPA Faculty and Non-Faculty</td>
<td>14</td>
</tr>
<tr>
<td>5</td>
<td>Business Writing Essentials</td>
<td>5</td>
</tr>
<tr>
<td>10</td>
<td>Customer Service Skills</td>
<td>7</td>
</tr>
<tr>
<td>11</td>
<td>A Baby! What Do I Do?</td>
<td>15</td>
</tr>
<tr>
<td>11</td>
<td>People Admin Training: Temporary Postings</td>
<td>14</td>
</tr>
<tr>
<td>12</td>
<td>Diversity in the Workplace</td>
<td>7</td>
</tr>
<tr>
<td>12</td>
<td>Americans with Disabilities Act (ADA) Training</td>
<td>12</td>
</tr>
<tr>
<td>17</td>
<td>SPA Hiring: From Posting thru Probation</td>
<td>13</td>
</tr>
<tr>
<td>18</td>
<td>It Takes All Types: Intro to MBTI</td>
<td>8</td>
</tr>
<tr>
<td>18</td>
<td>Email &amp; Records Management</td>
<td>7</td>
</tr>
<tr>
<td>18</td>
<td>People Admin Training: SPA Permanent Postings</td>
<td>14</td>
</tr>
<tr>
<td>18</td>
<td>Developing Organizational Partnerships</td>
<td>7</td>
</tr>
<tr>
<td>19</td>
<td>I-9 Policy, Procedure &amp; Lawlogix Training</td>
<td>13</td>
</tr>
<tr>
<td>19</td>
<td>Fundamental Communication Skills</td>
<td>8</td>
</tr>
<tr>
<td>24</td>
<td>Making the Workplace More Sustainable: Level 1*</td>
<td>9</td>
</tr>
<tr>
<td>25</td>
<td>Moving from Peer to Manager</td>
<td>9</td>
</tr>
<tr>
<td>26</td>
<td>Recognizing &amp; Rewarding Employees</td>
<td>10</td>
</tr>
</tbody>
</table>

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# Class Calendar
**July - December 2013**

## October

<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Change Management</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td>Foundations of High Performing Teams</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>Managing Projects Successfully*</td>
<td>9</td>
</tr>
<tr>
<td>2</td>
<td>People Admin Training: Permanent EPA Faculty and Non-Faculty</td>
<td>14</td>
</tr>
<tr>
<td>8</td>
<td>Preventing Sexual Harassment</td>
<td>13</td>
</tr>
<tr>
<td>9</td>
<td>Foundations of Supervision at Carolina</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>Managing at a Distance*</td>
<td>9</td>
</tr>
<tr>
<td>9</td>
<td>People Admin Training: Temporary Postings</td>
<td>14</td>
</tr>
<tr>
<td>10</td>
<td>Valuable Presentation Skills*</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>Effective Decision Making</td>
<td>7</td>
</tr>
<tr>
<td>16</td>
<td>EPA Non-Faculty HR Topics</td>
<td>12</td>
</tr>
<tr>
<td>16</td>
<td>People Admin Training: SPA Permanent Postings</td>
<td>14</td>
</tr>
<tr>
<td>16</td>
<td>Leading Change in the Workplace</td>
<td>8</td>
</tr>
<tr>
<td>17</td>
<td>Conflict Management Skills for the Workplace</td>
<td>6</td>
</tr>
<tr>
<td>22</td>
<td>Running Effective Meetings</td>
<td>10</td>
</tr>
<tr>
<td>23</td>
<td>I-9 Policy, Procedure &amp; Lawlogix Training</td>
<td>13</td>
</tr>
<tr>
<td>23</td>
<td>It Takes All Types: Intro to MBTI</td>
<td>8</td>
</tr>
<tr>
<td>23</td>
<td>People Admin Training: Post Docs</td>
<td>14</td>
</tr>
<tr>
<td>29</td>
<td>Advanced Communication Skills*</td>
<td>5</td>
</tr>
<tr>
<td>30</td>
<td>Teachers &amp; State Employees Retirement Workshop</td>
<td>15</td>
</tr>
</tbody>
</table>

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## November

<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Overcoming Team Dysfunctions</td>
<td>9</td>
</tr>
<tr>
<td>5</td>
<td>Diversity in the Workplace for Supervisors</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>Advanced Presentational Speaking*</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Coaching Skills 201 (Advanced)*</td>
<td>6</td>
</tr>
<tr>
<td>6</td>
<td>Email &amp; Records Management</td>
<td>7</td>
</tr>
<tr>
<td>6</td>
<td>A Baby! What Do I Do?</td>
<td>15</td>
</tr>
<tr>
<td>6</td>
<td>People Admin Training: Permanent EPA Faculty and Non-Faculty</td>
<td>14</td>
</tr>
<tr>
<td>7</td>
<td>Customer Service Skills</td>
<td>7</td>
</tr>
<tr>
<td>7</td>
<td>Critical Thinking Skills</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>Time Management*</td>
<td>10</td>
</tr>
<tr>
<td>13</td>
<td>SPA Classification &amp; Compensation Management</td>
<td>13</td>
</tr>
<tr>
<td>13</td>
<td>People Admin Training: Temporary Postings</td>
<td>14</td>
</tr>
<tr>
<td>14</td>
<td>Recognizing &amp; Rewarding Employees</td>
<td>10</td>
</tr>
<tr>
<td>14</td>
<td>MBTI and the Workplace</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>Determining Cause for Disciplinary Actions</td>
<td>12</td>
</tr>
<tr>
<td>19</td>
<td>I-9 Policy, Procedure &amp; Lawlogix Training</td>
<td>13</td>
</tr>
<tr>
<td>20</td>
<td>It Takes All Types: Intro to MBTI</td>
<td>8</td>
</tr>
<tr>
<td>20</td>
<td>People Admin Training: SPA Permanent Postings</td>
<td>14</td>
</tr>
<tr>
<td>21</td>
<td>Moving from Peer to Manager</td>
<td>9</td>
</tr>
</tbody>
</table>

## December

<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Foundations of Supervision at Carolina</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>People Admin Training: Permanent EPA Faculty and Non-Faculty</td>
<td>14</td>
</tr>
<tr>
<td>5</td>
<td>Postdoc HR Issues Training</td>
<td>13</td>
</tr>
<tr>
<td>5</td>
<td>Americans with Disabilities Act (ADA) Training</td>
<td>12</td>
</tr>
<tr>
<td>10</td>
<td>Business Writing Challenges</td>
<td>5</td>
</tr>
<tr>
<td>11</td>
<td>People Admin Training: Temporary Postings</td>
<td>14</td>
</tr>
<tr>
<td>12</td>
<td>Preventing Sexual Harassment</td>
<td>13</td>
</tr>
<tr>
<td>12</td>
<td>MBTI and Leadership</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>People Admin Training: Post Docs</td>
<td>14</td>
</tr>
<tr>
<td>17</td>
<td>I-9 Policy, Procedure &amp; Lawlogix Training</td>
<td>13</td>
</tr>
<tr>
<td>18</td>
<td>Stress Management</td>
<td>10</td>
</tr>
<tr>
<td>18</td>
<td>People Admin Training: SPA Permanent Postings</td>
<td>14</td>
</tr>
</tbody>
</table>

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Online IT Training Resources

The ITS Software Acquisition office is pleased to announce two new online technical training opportunities for faculty and staff. Both can be reached from LearnIT Online, a site that is a repository of links to online learning for the majority of licensed software available from ITS. Some of the links are internal to UNC and others are linked directly to the software vendors’ websites.

**Microsoft IT Academy:** The Microsoft IT Academy site is a e-learning site that provides over 2000 online courses. Courses include online training on Microsoft Word, Excel, PowerPoint, and other parts of the Microsoft Office suite, as well as more specific courses aimed at IT professionals. The courses are broken down into 13 libraries based on the different product families that Microsoft offers (i.e. Office 2010 or Windows Client). An Onyen and password are necessary to access the library, and a specialized access code is required for each of the 13 libraries.

**Lynda.com:** Lynda.com is a licensed online video-training library that has more than 1,900 software, career development, and technology training titles that faculty and staff can access from anywhere using an internet browser and Onyen login. Lynda’s video courses are taught by industry experts, working professionals, and veteran teachers. The library features software from Adobe, Apple, Autodesk, Blackboard, Facebook, Google, HTML, Microsoft, Open Source, SPSS, Twitter and many more that allow users to learn the latest tools and techniques in business, social media, digital media, design and development.

For more information or to access all of the online technical training available from ITS, visit [http://software.sites.unc.edu/learnit-online/](http://software.sites.unc.edu/learnit-online/).

| Courses listed on this page are not more or less important than courses listed in other parts of the catalog; they are listed here for quick reference. Courses may be taken individually or as part of a focused curriculum organized into topic areas. The learning modules cover four areas frequently requested for employee development: Communication, Leadership, Project Management, and Supervision/Management. Classes listed under the Fundamental Courses heading offer a starting point for exploring a particular area, and the Advanced Courses give deeper or more specialized learning. 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 topic areas, contact Training & Talent Development in the Office of Human Resources at 962-2550 or training_development@unc.edu. |
|---|---|---|
| **Communication** | **Advanced Courses** | **Project Management** |
| **Fundamental Courses** | **Fundamental Courses** | **Advanced Courses** |
| 1. It Takes All Types: Introduction to MBTI | 1. Advanced Communication Skills | 1. Managing Projects Successfully |
| 5. Critical Thinking Skills | 5. Conversations with Your Manager | |
| 6. Valuable Presentation Skills | 6. Developing Organizational Partnerships | |
| **Leadership** | **Advanced Courses** | **Supervisory/Management** |
| **Fundamental Courses** | **Fundamental Courses** | **Advanced Courses** |
| 1. Foundations of High Performing Teams | 1. MBTI & Leadership | 1. Managing Interactions with Your Employees |
| 2. Ethics in the Workplace | 2. Advanced Coaching Skills | 2. Effective Decision Making |
| 5. Stress Management | 5. Developing Organizational Partnerships | 5. Conversation Circle-Managers Circle |
| | | 7. Conversation Circle – Managers Circle |
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.

ADVANCED PRESENTATIONAL SPEAKING
Prerequisite: Completion of “Valuable Presentation Skills.”
This program is for people who are familiar with the fundamental principles of presentational speaking and recognize the need to hone their skills for added polish and increased audience engagement. Advanced Presentational Speaking will build on the skills and tools introduced in the Valuable Presentation Skills course and will equip participants to make incremental improvements in their presentations by: increasing credibility as a presenter, developing dynamic openings and powerful closings, thinking on their feet, avoiding common pitfalls that can ruin an otherwise effective presentation, and much more. Participants are encouraged to bring notes for an upcoming presentation or one they would like to improve. Divided into two parts, this program will allow participants an opportunity to deliver a presentation for an audience of peers (classmates) and receive feedback.

Who should attend:
- Employees who have delivered several presentations
- Someone who delivers presentations as a regular requirement for work
- Presenters who are aware of how to develop a foundation for presentations

Location: 104 Airport Drive, 1402
Date: Tues., Nov. 5 & 19
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Verita Murrill

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 some examples of your writing that you can work on and receive feedback during class. Producing consistent, professional text for a variety of circumstances can be challenging but is not impossible.

Location: 104 Airport Drive, 1501-A&B
Date: Tues., Dec. 10
Time: 9 a.m. to 3 p.m.
Instructor: William 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 your 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 Dr., 1501-A&B
Date: Thurs., Sept. 5
Time: 9 a.m. to 12:30 p.m.
Instructor: William Frey

ADVANCED COMMUNICATION SKILLS
Prerequisite Course: 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.

Section 1
Location: 104 Airport Dr., 1501-A&B
Date: Tues. & Wed., Aug. 20 & 21
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Joy Birmingham

Section 2
Location: 104 Airport Dr., 1501-A&B
Date: Tues. & Thurs., Oct. 29 & 31
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 set. 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.

Section 1
Location: 104 Airport Dr., 1501-C
Date: Tues., Oct. 1
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Joy Birmingham

Section 2
Location: 104 Airport Dr., 1501-C
Date: Wed. & Thurs., Sept. 4 & 5
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Joy Birmingham

CHANGE MANAGEMENT
When you are faced with change in the workplace, do you see a challenge? Do you see change in the workplace as something to be embraced or endured? What strategies could 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!

Location: 104 Airport Dr., 1501-C
Date: Thurs., Aug. 15
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Joy Birmingham

www.training.unc.edu
COACHING SKILLS 201 (Advanced)

Prerequisite Course: Completion of "Coaching Skills 101 (Introduction)."

In Coaching 101 (Introduction), we learned the science behind coaching and the skills that are essential for effectively helping another person develop themselves. In Coaching 201 (Advanced), 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 coach, learn to make a distinction between when coaching is or is not appropriate, advance their coaching skills; and become committed to self-coaching and possibly seeking out their own coach or peer coach for continuous professional development.

Location: 104 Airport Dr., 1501-1402
Date: Wednesday, Nov. 6 & 13
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Joy Birmingham

CONFLICT MANAGEMENT SKILLS FOR THE WORKPLACE

This workshop interactively presents 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 tools for managing conflicts. Emphasis will be placed on effective, compassionate communication. This workshop is appropriate for addressing conflicts between coworkers, with customers, and between managers and their charges.

Location: 104 Airport Dr., 1501-A&B
Date: Thursday, Oct. 17
Time: 8:30 a.m. to 4:30 p.m.
Instructor: William Frey

CONVERSATION CIRCLE – MANAGERS CIRCLE

Conversation Circles are an approach to 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: Health Sciences Library, Room 527—Room 329
Date: Thursdays, Aug. 15, Sept. 19, Oct. 17, Nov. 21, Dec. 19
Time: 3 p.m. to 4:30 p.m.
Instructor: Steven Humes

CONVERSATION CIRCLE – PROSPECTIVE AND NEW MANAGERS OR SUPERVISORS

This workshop is appropriate for addressing conflicts between managers and their charges. In this two-half-day workshop, participants will learn how to:
- Identify behavioral styles, perceptions, and tools for managing conflicts.
- Establish effective, compassionate communication.
- Advance their coaching skills.
- Define their own coaching goals.

Location: 104 Airport Dr., 1501-C
Date: Tuesday, July 9, Aug. 13, Sept. 10, Oct. 8, Nov. 12, Dec. 10
Time: 2 p.m. to 3:30 p.m.
Instructor: Verita Murrill

CONVERSATION CIRCLE – OPENING DOORS

This workshop is appropriate for addressing conflicts between coworkers, with customers, and between managers and their charges. In this one-half-day workshop, participants will learn how to:
- Establish effective, compassionate communication.
- Advance their coaching skills.
- Define their own coaching goals.

Location: 104 Airport Dr., 1501-C
Date: Thursday, July 12, Aug. 16, Sept. 6, Oct. 4, Nov. 8, Dec. 6
Time: 9 a.m. to 10:30 p.m.
Instructor: Joy Birmingham

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 and employee effectiveness. In this two-half-day course, you will use case studies and exercises to learn how to:
- Systematically analyze a specific problem or issue
- Leverage tools and techniques based on research and experimentation
- Recognize and remove obstacles to clear thinking
- Make better decisions through critical thinking and analytical problem solving
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 Dr., 1501-A&B
Date: Tues., July 9
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Kelleigh Huggins

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 Dr., 1501-C
Date: Tues., Nov. 5
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Diversity & Multicultural Affairs

DIVERSITY IN THE WORKPLACE
There is no doubt that we live in an increasingly diverse world. The need to be able to communicate effectively, 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 on 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 Dr., 1501-A&B
Date: Thurs., Sept. 12
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Diversity & Multicultural Affairs

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 Dr., 1501-C
Date: Thurs., Oct. 10
Time: 8:30 a.m. to 12:30 p.m.
Instructor: William Frey

EMAIL MANAGEMENT AND RECORDS MANAGEMENT - NEWLY COMBINED!
Are your filing cabinets bursting with old records? Is your email inbox overflowing with emails? Would you like to become better and more efficient at managing your records and emails? Email and Records Management is a basic overview of the records management policies that govern the retention of email as well as electronic and paper records at UNC. The course will cover the legal ramifications of records management; demonstrate how to use the Records Retention and Disposition Schedule, and present efficient methods for managing paper and electronic records, including emails.

Section 1
Location: 104 Airport Dr., 1501-C
Date: Wed., Sept. 18
Time: 9 a.m. to 10:30 a.m.
Instructor: Lawrence Giffin, University Archives

Section 2
Location: 104 Airport Dr., 1501-C
Date: Wed., Nov. 6
Time: 9 a.m. to 10:30 a.m.
Instructor: Lawrence Giffin, University Archives

FUNDAMENTALS OF HUMAN RESOURCES
The word “teams” has become a catch phrase for almost any group of people brought together to accomplish almost 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. 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, managing effective team communication, clarifying expectations, and solving problems in a team environment. Plan on an engaging, interactive session filled with
Course Descriptions

FOUNDATIONS OF SUPERVISION AT CAROLINA
Your role as supervisor/manager 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 present 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.

This class is for Managers and Supervisors only.

Section 1
Location: 104 Airport Dr., 1501-A&B
Date: Thurs., Aug. 22
Time: 8:30 a.m. to 12:30 p.m.
Instructor: William Frey / Kelleigh Huggins

Section 2
Location: 104 Airport Dr., 1501-A&B
Date: Wed., Oct. 9
Time: 8:30 a.m. to 4:30 p.m.
Instructor: Kelleigh Huggins

Section 3
Location: 104 Airport Dr., 1501-A&B
Date: Tues., Dec. 3
Time: 8:30 a.m. to 4:30 p.m.
Instructor: Kelleigh Huggins

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 and attitudes. 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, 1501-A&B
Date: Thurs., Sept. 19
Time: 8:30 a.m. to 4:30 a.m.
Instructor: William Frey

INTERVIEWING SKILLS FOR SUPERVISORS
Prerequisite Course: 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, how to avoid common pitfalls that can derail a successful interview, to distinguish between permissible questions and illegal questions, and how to determine if a candidate is right for the job.

Location: 104 Airport Dr., 1501-C
Date: Thurs., Aug. 6
Time: 9 a.m. to 3 p.m.
Instructor: Employment & Staffing

IT TAKES ALL TYPES: INTRO TO MBTI
The behavior of those around us sometimes seems surprising or 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 examine why others behave the way they do and why you are the person you are. The instrument reveals your indicated preferences from an online 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 different personality types; recognize their own type of 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 Dr., 1501-A&B
Date: Tues., July 30
Time: 8:30 a.m. to 12:30 p.m.
Instructor: William Frey

Section 2
Location: 104 Airport Dr., 1501-A&B
Date: Wed., Sept. 18
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Joy Birmingham

Section 3
Location: 104 Airport Dr., 1501-A&B
Date: Wed., Oct. 23
Time: 8:30 a.m. to 12:30 p.m.
Instructor: William Frey

LEADING CHANGE IN THE WORKPLACE
Prerequisite: Completion of “Change Management” strongly recommended. This course is for participants who currently have management and/or leadership responsibilities.

Change continues to be a crucial component (and often a challenge) of 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
- 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 in-tact team

Location: 104 Airport Dr., 1402
Date: Wed., Oct. 16
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Verita Murriell

MBTI AND LEADERSHIP
Prerequisite: Completion of “It Takes All Types: Intro to the MBTI” and/or knowledge of your MBTI type.

This workshop will provide leaders 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 personality types, discover how basic mental functions are expressed in leader behavior, and use problem solving models that engage major preferences of all types.

Location: 104 Airport Dr., 1501-C
Date: Thurs., Dec. 12
Time: 8:30 a.m. to noon
Instructor: William Frey

MBTI AND THE WORKPLACE
Prerequisite: Completion of “It Takes All Types: Intro to the MBTI” and/or knowledge of your MBTI type.

This workshop will provide leaders 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 personality types, discover how basic mental functions are expressed in leader behavior, and use problem solving models that engage major preferences of all types.

Location: 104 Airport Dr., 1501-C
Date: Thurs., Dec. 12
Time: 8:30 a.m. to noon
Instructor: William Frey

practical “take home” tools.
Location: 104 Airport Dr., 1501-A&B
Date: Tues., Oct. 1
Time: 8:30 a.m. to 12:30 p.m.
Instructor: William Frey
Course Descriptions

Intro to the MBTI” and/or 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 and on teams. 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 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, team building and applying the type lens to the larger organization.

Location: 104 Airport Dr., 1501-C
Date: Thurs., Nov. 14
Time: 8:30 a.m. to noon
Instructor: William Frey

MAKING THE WORKPLACE MORE SUSTAINABLE – LEVEL 1

Sustainability is a core value and top-level priority at Carolina. Success depends on each of us taking an active role. Be the leader in your workplace by learning practical steps to become more economically, environmentally, and socially responsible. This workshop will help participants identify, measure, and promote sustainable change opportunities in their areas.

Participants will learn about sustainability goals and initiatives at UNC, become “green events” certified, and learn how to conduct a Workplace Sustainability Assessment.

Location: 104 Airport Dr., 1501-C
Date: Tues., & Thurs., Sept. 24 & 26
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Sustainability Office, Office of Waste Reduction and Recycling

MANAGING AT 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 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 implementa-

Section 1
Location: 104 Airport Dr., 1501-C
Date: Wednesdays, July 10 & 17
Time: 8:30 a.m. to 12:30 p.m.
Instructor: Joy Birmingham

MANAGING PROJECTS SUCCESSFULLY

Designed to improve proficiency in planning, scheduling, budgeting, and controlling projects, this course distinguishes itself from other project management curriculums by addressing project management realities often overlooked: The critical skills of leadership, communication, and team-building. This multidisciplinary approach to managing projects provides a breadth of knowledge and skill that helps participants become efficient and effective project managers. At the end of the session participants will be able to define the characteristics of a successful project and describe the phases of a project life cycle; recognize and manage the challenges of managing in a functional organization structure versus the project management matrix organization; employ specific techniques to execute each major phase of a project including determining project requirements, planning tools, and project control and evaluation methods, and apply effective leadership behaviors in the project team environment to enhance communication, motivation and trust.

Location: 104 Airport Dr., 1501-A&B
Date: Wed. & Thurs., Oct. 2 & 3
Time: 8:30 a.m. to 4:30 p.m.
Instructor: Ray Giemza

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 skill set 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, whole teams are encouraged to attend.

**Location:** 104 Airport Dr., 1501-A&B  
**Date:** Fri., Nov. 1  
**Time:** 8:30 a.m. to 12:30 p.m.  
**Instructor:** William Frey

### RECOGNIZING & REWARDING EMPLOYEES - REDESIGNED & ELEVATED CURRICULUM

Creating a workplace culture that values its employees and consistently recognizes them for their efforts is one of the best ways to reinforce desired behaviors and to inspire improved performance. This program is designed for managers, supervisors and staff who want to learn about the recognition programs available at the University and who may be interested in designing low-cost or no-cost recognition and rewards programs for their work groups.

In this program, you will: understand the value of positive reinforcement; recognize the two kinds of employee rewards; become familiar with University recognition & rewards programs; and find alternative ways to reward and recognize employees without draining your budget.

**Section 1**  
**Location:** 104 Airport Dr., 1501-A&B  
**Date:** Thurs., Aug. 27  
**Time:** 9 a.m. to 11:30 a.m.  
**Instructor:** William Frey

**Section 2**  
**Location:** 104 Airport Dr., 1501-A&B  
**Date:** Thurs., Sept. 26  
**Time:** 8:30 a.m. to 12:30 p.m.  
**Instructor:** Kelleigh Huggins

### 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.

**Location:** Sycamore - Facilities Building 101  
**Date:** Tuesdays, Nov. 7 & 14  
**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? This course provides tangible, practical tools to handle these questions and many others. Upon completing this program, participants will be able to: prepare a presentation by identifying clear objectives and goals, research and organize content effectively; gain tools to effectively interact with an audience; identify methods to improve public speaking skills; and improve their presentation skills through self-evaluation and evaluation of other presenters.

**Section 1**  
**Location:** 104 Airport Dr., 1501-C  
**Date:** Thurs., Aug. 14  
**Time:** 8:30 a.m. to 12:30 p.m.  
**Instructor:** Joy Birmingham

**Section 2**  
**Location:** 104 Airport Dr., 1501-C  
**Date:** Thurs., Aug. 21  
**Time:** 8:30 a.m. to 12:30 p.m.  
**Instructor:** Joy Birmingham

**Section 3**  
**Location:** 104 Airport Dr., 1501-C  
**Date:** Thurs., Aug. 28  
**Time:** 8:30 a.m. to 12:30 p.m.  
**Instructor:** Joy Birmingham
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.

Continuing Professional Education (CPE): Various

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.

Pcard Training
Hands on training explaining how to enter detail and assign commodity codes for Pcard transactions in Finance Central. Steps include reconciling and approving charges by designated reconcilers.

ePro Training
Sign up for ePro training at http://finance.unc.edu/finance-division/training/training-overview.html#epros.

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.

Finance Trainings Related to ConnectCarolina

Training for the finance portion of ConnectCarolina will be offered starting this fall. Refer to http://ccinfo.unc.edu for more information. Transactions in Finance Central. Steps include reconciling and approving charges by designated reconcilers.

For additional learning opportunities at Carolina, as well as other local schools and organizations, visit hr.unc.edu and search for “Educational Opportunities for Employees.”
Course Descriptions

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.

ADMISTERING 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.

HR On Demand Seminars

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 UNIVERSITYRETIREMENT 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.

HR Policy and Processes

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.

AMERICANS WITH DISABILITIES ACT (ADA) TRAINING
This session is designed to provide an overview of the ADA and ADAAA. 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.

Sponsor: Equal Opportunity/ ADA Office

Section 1
Location: 104 Airport Dr., 1501-C
Date: Thurs., Sept. 12
Time: 9 a.m. to noon

Section 2
Location: 104 Airport Dr., 1501-C
Date: Thurs., Dec. 5
Time: 9 a.m. to noon

DETERMINING CAUSE FOR DISCIPLINARY ACTIONS
Effective use of the University’s disciplinary action process is essential for maintaining employee productivity, fostering effective employee-manager communication, and justly disciplining improper employee performance or conduct. This program will provide managers with guidelines for determining appropriate disciplinary action and for documenting the issue properly. Participants will also learn about the consequences of failing to discipline employees appropriately.

Sponsor: Employee & Management Relations

Location: 104 Airport Dr., 1501-A&B
Date: Fri., Nov. 15
Time: 8:30 a.m. to 4:30 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: OHR Staffing Support Services
Section 1
Location: 104 Airport Dr., 1501-C
Date: Thurs., Aug. 1
Time: 8:30 a.m. to 1 p.m.

Section 2
Location: 104 Airport Dr., 1501-C
Date: Wed., Oct. 16
Time: 8:30 a.m. to 1 p.m.

I-9 POLICY, PROCEDURE & LAWLOGIX TRAINING
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: Staffing Support Services

Section 1
Location: 104 Airport Dr., 1501-C
Date: Tues., July 23
Time: 9 a.m. to 11:30 a.m.

Section 2
Location: 104 Airport Dr., 1501-C
Date: Tues., Aug. 20
Time: 2 p.m. to 4:30 p.m.

Section 3
Location: 104 Airport Dr., 1501-C
Date: Thurs., Sept. 19
Time: 9 a.m. to 11:30 a.m.

Section 4
Location: 104 Airport Dr., 1501-C
Date: Wed., Oct. 23
Time: 9 a.m. to 11:30 a.m.

Section 5
Location: 104 Airport Dr., 1501-C
Date: Tues., Nov. 19
Time: 2 p.m. to 4:30 p.m.

Section 6
Location: 104 Airport Dr., 1501-C
Date: Tues., Dec. 17
Time: 9 a.m. to 11:30 a.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 counseling sessions and holding disciplinary counseling sessions, with multiple case studies for discussion and analysis.

Sponsor: Employee & Management Relations

Section 1
Location: 104 Airport Dr., 1501-A&B
Date: Mon., Wed. & Fri., July 15, 17, 19
Time: 8:30 a.m. to 12:30 p.m.

POSTDOC HR ISSUES TRAINING
This class is designed for HR Facilitators and Faculty Mentors in departments with postdoctoral scholars. This program explains the unique human resources issues surrounding the postdoctoral scholar classification and details policies and procedures that impact this employee group. Discussion will center on new hire and onboarding requirements, postdoc benefits, employee relations concern, general best practices for postdoc HR issues, and other services provided by the Office of Postdoctoral Affairs.

Instructor: Office of Sponsor Research

Section 1
Location: 104 Airport Dr., 1501-C
Date: Thurs., Sept. 17
Time: 8:30 a.m. to 4 p.m.

Section 2
Location: 104 Airport Dr., 1501-A&B
Date: Thurs., Dec. 12
Time: 1 p.m. to 3 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.

Sponsor: Classification & Compensation

Section 1
Location: 104 Airport Dr., 1501-A&B
Date: Wed., Nov. 13
Time: 8:30 a.m. to 4 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.

Sponsor: OHR Employment

Section 1
Location: 104 Airport Dr., 1501-A&B
Date: Thurs., July 18
Time: 8:30 a.m. to 4:30 p.m.

Section 2
Location: 104 Airport Dr., 1501-A&B
Date: Tues., Sept. 17
Time: 8:30 a.m. to 4:30 p.m.
In preparation for the ConnectCarolina go-live in January 2014, HR Application Support will no longer offer classroom training for the HRIS and EPAWeb systems after June. This will allow our training staff to shift their focus to ConnectCarolina training needs.

However, we will offer modified one-on-one training for legacy systems on an as-needed basis for new employees. To schedule a one-on-one session, contact Kim Currie (kim_currie@unc.edu). Monthly classroom training will still be held for PeopleAdmin and LawLogix/Form I-9. To see the schedule and register for these classes, visit www.training.unc.edu and click on “Training Catalog,” then select the category “HR Policy and Processes.”

Of course, we will continue to provide customer support as usual for HRIS and EPAWeb until the PeopleSoft HR/Payroll go-live in January 2014.

### PEOPLE ADMIN TRAINING – TEMPORARY POSTINGS

People Admin training for temporary postings will allow participants to gain hands-on experience in both posting temporary positions in Applicant Tracking, as well as applying for positions through the system’s Applicant Portal. The class will cover all temporary position types, including SPA, EPA Non-Faculty, and Faculty (Visiting/Part-Time). The class will have a 3 hour run time.

#### Section 1
- **Location:** 104 Airport Dr., 1501-D
- **Dates:** Wed. July 10
- **Time:** 1 p.m. to 5 p.m.

#### Section 2
- **Location:** 104 Airport Dr., 1501-D
- **Dates:** Wed., Aug. 14
- **Time:** 1 p.m. to 5 p.m.

#### Section 3
- **Location:** 104 Airport Dr., 1501-D
- **Dates:** Wed., Sept. 11
- **Time:** 1 p.m. to 5 p.m.

#### Section 4
- **Location:** 104 Airport Dr., 1501-D
- **Dates:** Wed., Oct. 9
- **Time:** 1 p.m. to 5 p.m.

#### Section 5
- **Location:** 104 Airport Dr., 1501-D
- **Dates:** Wed., Nov. 6
- **Time:** 1 p.m. to 5 p.m.

#### Section 6
- **Location:** 104 Airport Dr., 1501-D
- **Dates:** Wed., Dec. 11
- **Time:** 1 p.m. to 5 p.m.

### PEOPLE ADMIN TRAINING – SPA PERMANENT POSTINGS

Learn how to navigate the permanent SPA positions in the new PeopleAdmin Recruitment and Applicant Tracking system that will replace SPA RecruitmentWeb. The training session will walk users through how to initiate postings, view applicant pools, and complete selection documentation for permanent SPA positions. You will also gain an understanding of new processes and terminology.

#### Section 1
- **Location:** 104 Airport Dr., 1501-D
- **Dates:** Wed. July 17
- **Time:** 1 p.m. to 5 p.m.

#### Section 2
- **Location:** 104 Airport Dr., 1501-D
- **Dates:** Wed., Aug. 21
- **Time:** 1 p.m. to 5 p.m.

#### Section 3
- **Location:** 104 Airport Dr., 1501-D
- **Dates:** Wed., Sept. 18
- **Time:** 1 p.m. to 5 p.m.

#### Section 4
- **Location:** 104 Airport Dr., 1501-D
- **Dates:** Wed., Oct. 16
- **Time:** 1 p.m. to 5 p.m.

#### Section 5
- **Location:** 104 Airport Dr., 1501-D
- **Dates:** Wed., Nov. 20
- **Time:** 1 p.m. to 5 p.m.

#### Section 6
- **Location:** 104 Airport Dr., 1501-D
- **Dates:** Wed., Dec. 18
- **Time:** 1 p.m. to 5 p.m.
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](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 2013.

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.

University Managers Association (UMA)

The University Managers Association (UMA) was established in 1983 to support leadership development and networking at UNC-Chapel Hill and NCCU. UMA benefits all university managers and leaders by being a forum for issues of widespread importance. Informal gatherings for lunch are held monthly, and more formal educational programs are held periodically. UMA also hosts two annual awards for managers: the Manager of the Year Award and the Outstanding Encouragement of Learning and Development Award (in conjunction with OHR). For more information, membership fee details, and a list of events, please visit the UMA website at [http://uma.web.unc.edu/](http://uma.web.unc.edu/).

LGBTQ Center Safe Zone

The Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Center works to foster a welcoming and inclusive environment for UNC-Chapel Hill community members of all sexual orientations, gender identities and gender expressions. The LGBTQ Center is committed in policy, practice, environmental design, and staff/volunteer behavior to providing an inclusive and welcoming environment to community members of all sexual orientations, gender identities, gender expressions, socio-economic or educational backgrounds, cultural or ethnic backgrounds, ability/disability statuses, and religious/spiritual affiliations or non-affiliations. Our staff engages in ongoing diversity education, training, and self-reflection to ensure that our programs, services, materials, and policies are broadly inclusive of all forms of diversity.

Safe Zone Training

The Safe Zone program is a symbol of this University’s commitment to diversity and inclusiveness. The purpose of Safe Zone is to create a network of allies for lesbian, gay, bisexual, transgender, intersex, queer, and allied (LGBTQIA) students. The desired goal for the Safe Zone program is ultimately to make the University community a safer and more supportive place for people of all sexual orientations, gender identities, and gender expressions.

All UNC faculty, staff, and students are eligible to become Safe Zone allies. Training takes place several times a semester. At the end of the training, you will be asked if you wish to become an ally, if you are willing to have your name published on the website and other publications, and if you wish to join the Safe Zone allies listserv.

To attend a Safe Zone training, you must register beforehand and must be able to attend the full training. To preserve the integrity of the training, participants cannot arrive late or leave early. To register, visit [http://lgbtq.unc.edu/programs-services/safe-zone/safe-zone-training-registration](http://lgbtq.unc.edu/programs-services/safe-zone/safe-zone-training-registration).

**Fall 2013 dates:** Aug. 7, noon-4 p.m.; Sept. 4, 2-6 p.m.; Sept. 11, 3-7 p.m.; Sept. 17, 1-5 p.m.; Oct. 2, 9 a.m.-1 p.m.; Nov. 8, noon-4 p.m.
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 by calling 962-2550.

**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.

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### Training Program Registration Form

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**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.