Foundations of High Performing Teams | LD0300
Location: 104 Airport Drive, 1501-A
Date: Wednesday, March 1
Time: 8:30-12:30

Conflict Management in the Workplace | IC0800
Location: 104 Airport Drive, 1501-A
Date: Wednesday, March 8
Time: 8:30-12:30

Americans with Disabilities Act | HR2800
Location: 104 Airport Drive, 1501-C
Date: Wednesday, March 8
Time: 9:00-12:00

It Takes All Types: Intro to MBTI | IC0900
Location: 104 Airport Drive, 1501-A
Date: Friday, March 10
Time: 8:30-12:30

Lawlogix Electronic I-9 System | HR2000
Location: 104 Airport Drive, 1501-C
Date: Tuesday, March 14
Time: 9:00-10:30

Train the Trainer Certificate | TT3000
Location: 104 Airport Drive, 1501-A
Date: Thursdays, March 16, April 20, & May 11
Time: 8:30-4:00

Notary Public Certification | BE5000
Location: 104 Airport Drive, 1501-A
Date: Wednesday, March 22
Time: 8:15-4:30

Introduction to Postdoc Human Resources | HR4300
Location: 104 Airport Drive, 1501-C
Date: Wednesday, March 22
Time: 10:00-11:30

Planning for Parental Leave | WL2680
Location: Toy Lounge, Dey Hall
Date: Wednesday, March 22
Time: 12:00-1:00

Running Effective Meetings | BE3000
Location: 104 Airport Drive, 1501-A
Date: Thursday, March 23
Time: 8:30-12:30

Time Management | BE6000
Location: 104 Airport Drive, 1501-A
Date: Tuesday, March 28
Time: 8:30-12:30

Managing Interactions with Employees | SM0101
Location: 104 Airport Drive, 1501-A
Date: Thursday, March 30
Time: 8:30-3:30


Introduction to Postdoc Human Resources

This class, designed for HR representatives & faculty mentors in departments with postdoctoral scholars, reviews the recruitment and hiring process for Postdoctoral employees as well as related human resources issues that may arise. Discussion will center on new hire and onboarding requirements, postdoc benefits, employee relations concerns, recent changes to postdoctoral policies, and other services provided by the Office of Postdoctoral Affairs.

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The purpose of learning is growth, and our minds, unlike our bodies, can continue growing as we continue to live.

Mortimer Adler