Performance Management and Disciplinary Processes for SPA Employees
Location: 104 Airport Dr., 1501-A&B
Date: Mon., Wed., & Fri., Feb. 4, 6, 8
Time: 8:30 a.m. to 12:30 p.m.

Advanced Project Management
Location: 104 Airport Dr., 1501-A&B
Date: Tues., Feb. 5
Time: 8:30 a.m. to 4:30 p.m.

Diversity in the Workplace
Location: 104 Airport Dr., 1402
Date: Tues., Feb. 6
Time: 8:30 a.m. to 12:30 p.m.

Foundations of Supervision at Carolina
Location: 104 Airport Dr., 1501-A&B
Date: Thurs., Feb. 7
Time: 8:30 a.m. to 4:30 a.m.

Notary Public Certification
Location: 104 Airport Dr., 1501-A&B
Date: Fri., Feb. 8
Time: 8:45 a.m. to 4:30 p.m.

Influencing & Negotiating Effectively
Location: 104 Airport Dr., 1501-A&B
Date: Mon., Feb. 11
Time: 8:30 a.m. to 12:30 p.m.

Preventing Sexual Harassment
Location: 104 Airport Dr., 1501-C
Date: Tues., Feb. 12
Time: 9 a.m. to 11 a.m.

Advanced Communication Skills
Location: 104 Airport Dr., 1501-C
Date: Tues. & Thurs., Feb. 12 & 14
Time: 8:30 a.m. to 12:30 p.m.

Effective Decision Making
Location: 104 Airport Dr., 1501-A&B
Date: Wed., Feb. 13
Time: 8:30 a.m. to 12:30 p.m.

Change Management
Location: 104 Airport Dr., 1501-A&B
Date: Tues., Feb. 19
Time: 8:30 a.m. to 12:30 p.m.

Making the Workplace more Sustainable
Location: 104 Airport Dr., 1501-A&B
Date: Tues. & Thurs., Feb. 19 & 21
Time: 8:30 a.m. to 12:30 p.m.

SPA Hiring: From Posting thru Probation
Location: 104 Airport Dr., 1501-C
Date: Wed., Feb. 20
Time: 8:30 a.m. to 4:30 p.m.

Interviewing Skills for Supervisors
Location: 104 Airport Dr., 1501-A&B
Date: Wed., Feb. 20
Time: 9 a.m. to 3 p.m.

It Takes All Types: Intro to MBTI
Location: 104 Airport Dr., 1501-A&B
Date: Thurs., Feb. 21
Time: 8:30 a.m. to noon

Valuable Presentation Skills
Location: 104 Airport Dr., 1501-C
Date: Tues., Feb. 26 & Mar. 5
Time: 8:30 a.m. to 12:30 p.m.

Managing Interactions with your Employees
Location: 104 Airport Dr., 1501-A&B
Date: Wed. & Thurs., Feb. 27 & 28
Time: 8:30 a.m. to 12:30 p.m.

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 or by calling 962-2550. All classes are free and open to staff and faculty. Follow us on Facebook and Twitter!