This Month's Featured Courses

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.

Conversations with your Manager
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.

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.

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](http://facebook.com) and [Twitter](http://twitter.com)!