

**BE6000 | Time Management**

Location: 104 Airport Drive, 1501-A  
Date: Tuesday, May 3  
Time: 8:30-4:30

**LD1800 | Stress Management**

Location: 104 Airport Drive, 1501-C  
Date: Friday, May 6  
Time: 8:30-11:00

**HR2500 | Performance Management  
& Disciplinary Process for SHRA Employees**

Location: 104 Airport Drive, 1501-A  
Date: Monday, Wednesday, & Friday,  
May 9, 11 & 13  
Time: 8:30-12:30

**WB0006 | MBTI & Stress: WEBINAR**

Location: ON-LINE  
Date: Tuesday, May 10  
Time: 1:00-2:00

**HR3103 | PeopleAdmin: Permanent SHRA**

Location: 104 Airport Drive, 1501-D  
Date: Tuesday, May 10  
Time: 8:30-11:30

**HR2000 | Lawlogix Electronic I-9 System**

Location: 104 Airport Drive, 1501-C  
Date: Tuesday, May 17  
Time: 2:00-3:30

**HR3400 | Postdoc HR Issues**

Location: 104 Airport Drive, 1501-C  
Date: Wednesday, May 18  
Time: 10:00-12:00

**WL1580 | A Baby! What do I do?**

Location: 104 Airport Drive, 1501-A  
Date: Wednesday, May 18  
Time: 12:00-1:00

**HR1600 | SHRA Hiring:  
From Posting Through Probation**

Location: 104 Airport Drive, 1501-C  
Date: Thursday, May 19  
Time: 8:30-4:30

**IC0900 | It Takes All Types: Intro to MBTI**

Location: 104 Airport Drive, 1501-A  
Date: Tuesday, May 24  
Time: 8:30-12:30

**BE1001 | Records Management 101**

Location: 104 Airport Drive, 1501-C  
Date: Wednesday, May 25  
Time: 9:00-10:30

**BE5000 | Notary Public Certification**

Location: 104 Airport Drive, 1501-A  
Date: Wednesday, May 25  
Time: 8:15-4:30



**THIS MONTH'S FEATURED COURSE**

**HR2500**

**Performance Management & Disciplinary  
Process for SHRA Employees**

In addition to learning all aspects of the performance-management and discipline policies for SHRA employees, participants will practice setting work expectations, holding work-planning conferences and holding disciplinary counseling sessions, with multiple case studies for discussion and analysis.



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