

**People Admin: Permanent SHRA | HR3103**

Location: 104 Airport Drive, 1501-D  
Date: Thursday, December 1  
Time: 8:30-11:30

**Preventing Unlawful Harassment in the Workplace  
| HR3900**

Location: 104 Airport Drive, 1501-C  
Date: Tuesday, December 6  
Time: 9:00-11:30

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

Location: 104 Airport Drive, 1501-A  
Date: Tuesday, December 6  
Time: 8:30-12:30

**Americans with Disabilities Act (ADA) Training  
| HR2800**

Location: 104 Airport Drive, 1501-C  
Date: Wednesday, December 7  
Time: 9:00-12:00

**Records Management 101 | BE1001**

Location: Special Collection Learning Ctr. 504, Wilson  
Library  
Date: Wednesday, December 7  
Time: 9:00-10:30

**MBTI & Stress: Webinar | WB0006**

Location: ONLINE  
Date: Wednesday, December 7  
Time: 1:00-1:45

**Valuable Presentation Skills | IC1300**

Location: 104 Airport Drive, 1501-A  
Date: Thursdays, December 8 & 15  
Time: 8:30-12:30

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

Location: 104 Airport Drive, 1501-C  
Date: Tuesday, December 13  
Time: 2:00-3:30

**Overcoming Team Dysfunctions | LD2000**

Location: 104 Airport Drive, 1501-A  
Date: Tuesday, December 13  
Time: 8:30-12:30



**THIS MONTH'S FEATURED COURSE**

**Preventing Unlawful Harassment in the Workplace**

This course intends to teach participants to identify and respond to harassment and inappropriate workplace behavior, to increase awareness of the issue, and to employ preventative strategies. It will also clarify organizational and administrative liability and responsibility, highlight UNC's harassment policies and procedures, and provide guidance on reporting and responding to harassment.



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*The beautiful thing about learning is nobody can take it away from you.*

*B.B. King*



**UNC**  
HUMAN RESOURCES

*Workforce Strategy, Equity, and Engagement Division*

