Diversity in the Workplace
Location: 104 Airport Drive, 1501-A
Date: Wednesday, September 6
Time: 8:30-11:30

Lawlogix Electronic I-9 System Training
Location: 104 Airport Drive, 1501-C
Date: Wednesday, September 6
Time: 9:00 - 10:30

Building Trust
Location: Online (Webinar)
Date: Friday, September 8
Time: 11:00 - 12:00

Paying Off Debt While Building Wealth
Location: Online (Webinar)
Date: Tuesday, September 12
Time: 2:00 - 3:00

Valuable Presentation Skills
Location: 104 Airport Drive, 1501-A
Date: Thursday, September 13 & 20
Time: 8:30 - 12:30

Americans with Disabilities Act (ADA) Training
Location: 104 Airport Drive, 1501-C
Date: Wednesday, September 13
Time: 9:00 - 12:00

Communications Essentials
Location: 104 Airport Drive, 1501-A
Date: Thursday, September 14
Time: 8:30-12:30

Administering Military Leave
Location: 104 Airport Drive, 1501-A
Date: Monday, September 18
Time: 12:00-1:00

Introduction to Postdoc Human Resources
Location: 104 Airport Drive, 1501-C
Date: Wednesday, September 20
Time: 10:00 - 11:30

Business Writing Essentials
Location: 104 Airport Drive, 1501-A
Date: Thursday, September 21
Time: 8:30 - 3:00

How to Deal with a Difficult Person
Location: 104 Airport Drive, 1501-A
Date: Friday, September 22
Time: 9:30-10:30

Options for Financing College
Location: Online (Webinar)
Date: Monday, September 25
Time: 12:00 - 1:00

Making the Workplace More Sustainable
Location: 104 Airport Drive, 1501-C
Date: Tuesday & Thursday, September 26 & 28
Time: 8:30 - 12:30

Notary Public Certification
Location: 104 Airport Drive, 1501-A
Date: Wednesday, September 27
Time: 8:15 - 4:30

How to Deal with a Difficult Person
At one time or another, we have all dealt with a difficult person. Whether they are hard to communicate with, acting defensive or just handling a situation inappropriately, interactions with difficult people can affect our confidence, mood and focus.

Learning to recognize and cope with common difficult behaviors in ourselves and others can help make difficult encounters much more manageable.

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