

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: Thursdays, 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



THIS MONTH'S FEATURED COURSE

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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