NOVEMBER 2018
LEARNING OPPORTUNITIES

Building Trust: Webinar | PD0004
Location: Online
Date: Thursday, November 1
Time: 11:00-12:00

Eating Healthy on a Budget: Webinar | WL0023
Location: Online
Date: Monday, November 5
Time: 12:00-1:00

Effective Decision Making | SM0200
Location: 104 Airport Drive, 1501-A
Date: Tuesday, November 6
Time: 8:30-12:30

Initiating Difficult Conversations: Webinar | PD0019
Location: Online
Date: Wednesday, November 7
Time: 12:00-1:00

EHRA Non-Faculty HR Topics | HR0500
Location: 104 Airport Drive, 1501-C
Date: Wednesday, November 7
Time: 8:30-12:30

Lawlogix Electronic I-9 System | HR2000
Location: 104 Airport Drive, 1501-D
Date: Wednesday, November 7
Time: 2:00-4:00

Presentation with Pizzazz | BE1500
Location: 104 Airport Drive, 1501-D
Date: Thursday, November 8
Time: 8:30-11:30

Managing SHRA Positions & Pay | HR4000
Location: 104 Airport Drive, 1501-A
Date: Thursday, November 8
Time: 8:30-12:30

NEW
Overcoming Your Distorted Negative Thinking: Webinar | WL0024
Location: Online
Date: Monday, November 12
Time: 3:00-4:00

Time Management | BE6000
Location: 104 Airport Drive, 1501-A
Date: Tuesday, November 13
Time: 8:30-12:30

Change Management | SM4301
Location: 104 Airport Drive, 1501-A
Date: Wednesday, November 14
Time: 8:30-12:30

Time Management Principals: Webinar | PD0020
Location: Online
Date: Wednesday, November 14
Time: 10:00-11:00

SHRA Hiring: From Posting thru Probation | HR1600
Location: 104 Airport Drive, 1501-C
Date: Thursday, November 15
Time: 8:30-4:30

How to Deal with a Difficult Person | PD0006
Location: 104 Airport Drive, 1501-A
Date: Tuesday, November 27
Time: 12:00-1:00

Overcoming Team Dysfunction | LD2000
Location: 104 Airport Drive, 1501-A
Date: Wednesday, November 28
Time: 8:30-12:30

Initiating Difficult Conversations: Webinar

There are conversations in which the stakes are high: asking for a raise, ending a relationship, giving a critical performance review, confronting disrespectful behavior, apologizing or disagreeing within a group. This workshop is about developing the skills to initiate the conversations which most people find difficult, unpleasant and generally avoid. You will learn the practical skills involved in framing a problem without blame or defensiveness and how to keep the conversation productive.

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