DECEMBER 2019
LEARNING OPPORTUNITIES

Records Management 101 | BE1001
Location: Wilson Library, Special Collection Room 504
Date: Monday, December 2
Time: 3:00-4:00

People Admin: Permanent SHRA | HR3103
Location: 104 Airport Drive, 1501-D
Date: Monday, December 2
Time: 1:00-4:15

Customer Service Skills | BE2000
Location: 104 Airport Drive, 1501-A
Date: Tuesday, December 3
Time: 8:30-12:30

How to Be More Engaged at Work: WEBINAR | PD0015
Location: ONLINE
Date: Wednesday, December 4
Time: 1:00-2:00

Introduction to Postdoc Human Resources | HR4300
Location: 104 Airport Drive, 1501-C
Date: Wednesday, December 4
Time: 2:00-4:00

Communication Essentials | IC1700
Location: 104 Airport Drive, 1501-A
Date: Wednesday, December 4
Time: 8:30-12:30

Americans with Disabilities Act | HR2800
Location: 104 Airport Drive, 1501-C
Date: Wednesday, December 4
Time: 9:00-12:00

Understanding Depression: WEBINAR | WL0050
Location: ONLINE
Date: Thursday, December 5
Time: 3:00-4:00

Medicare Workshop | WL1150
Location: 104 Airport Drive, 1501-C
Date: Thursday, December 5
Time: 12:00-1:00

Let’s Talk ORP (Optional Retirement Plan) | WL0042
Location: 104 Airport Drive, 1501-A
Date: Friday, December 6
Time: 9:00-11:00

Emotional Intelligence: WEBINAR | PD0021
Location: ONLINE
Date: Tuesday, December 10
Time: 2:00-3:00

Managing Holiday Stress: WEBINAR | WL0046
Location: ONLINE
Date: Wednesday, December 11
Time: 3:00-4:00

Lawlogix Electronic 1-9 System | HR2000
Location: 104 Airport Drive, 1501-C
Date: Wednesday, December 11
Time: 9:00-11:00

Presentation with Pizzazz | BE1500
Location: 104 Airport Drive, 1501-D
Date: Thursday, December 12
Time: 8:30-11:30

Running Effective Meetings | BE3000
Location: 104 Airport Drive, 1501-C
Date: Thursday, December 12
Time: 8:30-12:30

Navigating the FMLA | WL0017
Location: 104 Airport Drive, 1501-C
Date: Wednesday, December 18
Time: 9:00-10:30

FEATURED COURSE FOR THE MONTH:
Running Effective Meetings | BE3000
If you lead meetings in your current role, then this class is designed for you! Poorly led meetings are cited as one of the biggest time wasters and de-motivators of our work lives. Participants will learn when to call a meeting, how to prepare for a meeting and how to keep meetings brief and productive. Strategies for using tools such as agendas, minutes and ground rules to maximize productivity will be presented. Participants will also learn tips for managing latecomers, cliques and disruptive participants.

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All classes are free and open to staff and faculty.

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