

**High-Impact Feedback and Listening
SM5900 - NEW!**

Location: 104 Airport Dr., 1501-C
Date: Tuesday, Feb. 4
Time: 8:30-11 a.m.

Let's Talk TSERS | WL1311

Location: 104 Airport Dr., 1501-A
Date: Tuesday, Feb. 4
Time: 9 a.m.-noon

Making the Workplace More Sustainable | LD2100

Location: 104 Airport Dr., 1501-C
Date: Wednesday, Feb. 5
Time: 8:30 a.m.-12:30 p.m.

Records Management 101 | BE1001

Location: 104 Airport Dr., 1501-A
Date: Wednesday, Feb. 5
Time: 9:30-11 a.m.

Time Management Principals: WEBINAR | PD0020

Location: Online
Date: Thursday, Feb. 6
Time: noon-1 p.m.

Valuable Presentation Skills | IC1300

Location: 104 Airport Dr., 1501-A
Date: Tuesday, Feb. 11 and 18
Time: 8:30 a.m.-12:30 p.m.

**Communicating the Tough Stuff to Your Child:
Drugs, Alcohol, Sex and Peer Pressure:
WEBINAR | WLO052 - NEW!**

Location: Online
Date: Wednesday, Feb. 12
Time: noon-1 p.m.

How to Deal with a Difficult Person | PD0006

Location: 104 Airport Dr., 1501-A
Date: Wednesday, Feb. 12
Time: 8:30-9:30 a.m.

Americans with Disabilities Act | HR2800

Location: 104 Airport Dr., 1501-C
Date: Wednesday, Feb. 12
Time: 9 a.m.-noon

**Loving You! The Art of Self-Acceptance: WEBINAR
WLO044**

Location: Online
Date: Wednesday, Feb. 19
Time: noon-1 p.m.

Becoming a Team Player: WEBINAR | PD0033

Location: Online
Date: Tuesday, Feb. 25
Time: noon-1 p.m.

Customer Service Skills | BE2000

Location: 104 Airport Dr., 1501-A
Date: Tuesday, Feb. 25
Time: 8:30 a.m.-12:30 p.m.

FEATURED COURSE FOR THE MONTH:

PD0033 | Webinar: Becoming a Team Player

In today's work world, we often need to work in groups of people who have many differences, and yet are supposed to seamlessly form an effective team. We have all heard the term "teambuilding," and at one point or another most of us have gone through a teambuilding process, whether we know it or not. But what exactly is teambuilding and how can it be successfully used to help diverse groups work together more effectively? Understanding the main building blocks and development stages of teams can give any group of people the right tools to form a cohesive and productive group.

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

Location: 104 Airport Dr., 1501-C
Date: Tuesday, Feb. 25
Time: 9 -11 a.m.

**Self-Identification:
What You Need to Know | HR4700**

Location: 104 Airport Dr., 1501-C
Date: Tuesday, Feb. 25
Time: 3 -4:30 p.m.



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