

APRIL 2020

LEARNING OPPORTUNITIES

UNC ORGANIZATION & PROFESSIONAL DEVELOPMENT

Time Management Tools: To-do lists, calendars, and more | PD0031

Location: 104 Airport Drive, 1501-A
Date: Wednesday, April 1
Time: 8:30-9:30 a.m.

Emotional Intelligence | PD0016

Location: 104 Airport Drive, 1501-A
Date: Monday, April 6
Time: 3-4 p.m.

Digital Records Management 101 | BE1700

Location: Wilson Special Collection Library, 504
Date: Wednesday, April 8
Time: 9:30-11 a.m.

Understanding Your Leave Benefits: Beyond FMLA | WL0041

Location: 104 Airport Drive, 1501-A
Date: Wednesday, April 8
Time: 9-10:30 a.m.

Let's Talk ORP | WL0042

Location: 104 Airport Drive, 1501-A
Date: Thursday, April 9
Time: 9-11 a.m.

Preventing Unlawful Harassment in the Workplace: Religion | HR4600

Location: 104 Airport Drive, 1501-C
Date: Monday, April 13
Time: 10 a.m.-noon

Managing Anger at Home and at Work: Webinar | PD0035

Location: Online
Date: Tuesday, April 14
Time: Noon-1 p.m.

Influence and Motivation | SM5700

Location: 104 Airport Drive, 1501-C
Date: Tuesday, April 14
Time: 8:30-11 a.m.

Mindfulness: Being Present in Your Work and Life: Webinar | WL0047

Location: Online
Date: Thursday, April 16
Time: Noon-1 p.m.

It Takes All Types: Intro to MBTI | IC0900

Location: 104 Airport Drive, 1501-A
Date: Thursday, April 16
Time: 8:30 a.m.-12:30 p.m.

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

Location: 104 Airport Drive, 1501-A
Date: Tuesday, April 21
Time: 8:30-11 a.m.

Lawlogix Electronic I-9 System Training | HR2000

Location: 104 Airport Drive, 1501-C
Date: Tuesday, April 21
Time: 9-11 a.m.

Sleep: An Essential Component of Health and Well-Being: Webinar | WL0055 **NEW!**

Location: Online
Date: Wednesday, April 22
Time: Noon-1 p.m.

Americans with Disabilities Act | HR2800

Location: 104 Airport Drive, 1501-C
Date: Wednesday, April 22
Time: 9 a.m.-noon

FEATURED COURSE FOR THE MONTH:

SM5700 | INFLUENCE AND MOTIVATION

The concepts and skills taught in this course will enable you to:

- determine the difference between influence and motivation,
- discover your personal motivators and how they can be used to influence others,
- assess the four factors that build self-motivation,
- analyze three influencing components to move others toward commitment,
- describe the seven strategies used to gain other's attention and gain commitment in order to make things happen,
- synthesize how you will plan your strategy for building influence and motivation to gain commitment for your idea.

Customer Service Skills | BE2000

Location: 104 Airport Drive, 1501-A
Date: Thursday, April 23
Time: 8:30 a.m.-12:30 p.m.

Running Effective Meetings | BE3000

Location: 104 Airport Drive, 1501-A
Date: Tuesday, April 28
Time: 8:30-11:30 a.m.

Self Identification: What you need to know | HR4700

Location: 104 Airport Drive, 1501-C
Date: Tuesday, April 28
Time: 3-4:30 p.m.



REGISTER FOR COURSES

1. Visit: connectcarolina.unc.edu
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