



Human Resources

2017 Training Calendar – (Jan. – Mar.)

January	February	March
<p>Topic: Secrets To Staying Motivated At Work Location: Cameron Building Room: 103 Date: Thursday, January 12, 2017 Time: 12:15 p.m. to 1:15 p.m.(Bring Your Lunch) Audience: Open to Faculty & Staff</p>	<p>Topic: Effective Time Management Location: Cameron Building Room: 103 Date: Thursday, February 9, 2017 Time: 9:30 a.m. to 11:30 a.m. Audience: Open to Faculty & Staff</p>	<p>Topic: Workplace Change and Communication Location: Cameron Building Room: 103 Date: Thursday, March 9, 2017 Time: 2:30 p.m. to 4:30 p.m. Audience: Open to Faculty & Staff</p>
<p>Topic: Workplace Change and Communication Location: Cameron Building Room: 103 Date: Thursday, January 19, 2017 Time: 2:30 p.m. to 4:30 p.m. Audience: Open to Faculty & Staff</p>	<p>Topic: Customer Engagement & You Location: Cameron Building Room: 103 Date: Tuesday, February 14, 2017 Time: 12:15 p.m. to 1:15 p.m.(Bring Your Lunch) Audience: Open to Faculty & Staff</p>	<p>Topic: Handling Difficult Conversations Location: Cameron Building Room: 103 Date: Tuesday, March 14, 2017 Time: 12:15 p.m. to 1:15 p.m.(Bring Your Lunch) Audience: Open to Faculty & Staff</p>
<p>Topic: Better Business Writing Tips Location: Cameron Building Room: 103 Date: Tuesday, January 24, 2017 Time: 12:15 p.m. to 1:15 p.m.(Bring Your Lunch) Audience: Open to Faculty & Staff</p>	<p>Topic: Better Business Writing Tips Location: Cameron Building Room: 103 Date: Tuesday, February 21, 2017 Time: 12:15 p.m. to 1:15 p.m.(Bring Your Lunch) Audience: Open to Faculty & Staff</p>	<p>Topic: Effective Time Management Location: Cameron Building Room: 103 Date: Thursday, March 23, 2017 Time: 9:30 a.m. to 11:30 a.m. Audience: Open to Faculty & Staff</p>
<p>Topic: New Employee Policy Orientation Location: Cameron Building Room: 103 Date: Thursday, January 26, 2017 Time: 8:30 a.m. to 1:00 p.m. Audience: By Invitation Only</p>	<p>Topic: New Employee Policy Orientation Location: Cameron Building Room: 103 Date: Thursday, February 23, 2017 Time: 8:30 a.m. to 1:00 p.m. Audience: By Invitation Only</p>	<p>Topic: New Employee Policy Orientation Location: Cameron Building Room: 103 Date: Thursday, March 30, 2017 Time: 8:30 a.m. to 1:00 p.m. Audience: By Invitation Only</p>