

On-line Learning Formats

Toolkit Topics

- Conducting Effective Meetings
- E-mail Etiquette
- Getting Organized
- Planning Tools
- Professional Telephone Techniques
- Stress Management
- Taking Meeting Minutes
- New! • Managing Conflict
- New! • Presentation Tips

Self Learning Packet Topics

- Cultural and Linguistic Competency
- Time Management
- Interviewing for the Best Candidate

On-line Learning Formats are available when you are - check them out at:

www.umdny.edu/hrweb

New topics being added later this year.

Visit the Training and Organizational Development website at

www.umdny.edu/hrweb

for a full listing of Services, On-line Learning formats, Course Descriptions for Management and Professional Development and Course Registration Forms.

Contact us at: Human Resources, Training and Organizational Development
335 George Street, Liberty Plaza Suite 1200, New Brunswick, NJ
732-235-9500

Human Resources
Office of Training and Organizational Development



UMDNJ
UNIVERSITY OF MEDICINE &
DENTISTRY OF NEW JERSEY

Winter/Spring 2012 Course Schedule January to June



Your
partner
in
professional
growth and
development

Training and Organizational
Development

Visit:

www.umdny.edu/hrweb

Under Training and Organizational Development

Management Development Courses

Mandatory Management Classes				
Managing@ UMDNJ	M255	Jan. 18, 19 & 20	New Brunswick	9:00 - 4:30
		Jan. 24, 25 & 26	Newark	9:00 - 4:30
		Mar 27, Apr 3 & 10	Stratford	9:00 - 4:30
		April 11, 12 & 13	Newark	9:00 - 4:30
	This three-day program exposes those in management and supervisory roles to the essential information needed to successfully transition into leadership roles at UMDNJ.			
Front Line Supervision	M500	Feb 21, 22, 28, 29	Newark	9:00 - 4:30
		Mar 22, 23, 29, 30	New Brunswick	9:00 - 4:30
		May 17, 18, 24, 25	Newark	9:00 - 4:30
		June 5, 6, 12, 13	Stratford	9:00 - 4:30
This four-day program is designed to provide supervisors, and frontline managers, with the tools and techniques essential to the establishment and maintenance of quality supervision.				
Essentials of Management	M300	May 2 & 4	New Brunswick	9:00 - 4:30
		July 18 & 20	New Brunswick	9:00 - 4:30
This two-day program provides directors and managers with up-to-date management models, approaches and skills needed to lead effectively.				
Building a Service Culture	M100	New!	April 18	New Brunswick 9:00 - 1:00
			May 23	Newark 9:00 - 1:00
Conducting Performance Appraisal Meetings	M220	March 20	Newark	1:00 - 4:00
Interviewing for the Best Candidate	M375	March 9	Newark	9:00 - 1:00
360 Leadership Challenge	M360	February 10 & 17	New Brunswick	9:00 - 4:30
Managing Performance: From Coaching to Discipline	M175	February 14	Newark	9:00 - 4:30
		March 15	New Brunswick	9:00 - 4:30
UMDNJ's Performance Appraisal Tools	M210	March 20	Newark	9:00 - 12:00
		April 10	New Brunswick	9:00 - 12:00

Professional Development Courses

Assertive Communication Skills	P565	March 6	Newark	9:00 - 4:30
		April 27	New Brunswick	9:00 - 4:30
Dealing with Change	P525	February 7	New Brunswick	9:00 - 4:30
		March 1	Newark	9:00 - 4:30
Feedback with Finesse	P580	February 3	New Brunswick	9:00- 1:00
Influencing Others to Get What You want	P485	April 20	New Brunswick	9:00 - 1:00
Learning To Lead	P109	February 2 & 3	Newark	9:00 - 4:30
		March 13 & 14	New Brunswick	9:00 - 4:30
		June 7 & 11	Stratford	9:00 - 4:30
Listening Skills	P460	March 8	New Brunswick	9:00 - 4:30
		May 1	Stratford	9:00 - 4:30

Professional Development Courses

Making Meetings Work	P280	March 2	Newark	9:00 - 1:00
		May 31	New Brunswick	9:00 - 1:00
Managing Difficult Conversations	P205	March 15	Newark	9:00 - 1:00
Managing My Performance	P655	February 21	New Brunswick	9:00 - 4:30
		May 22	Stratford	9:00 - 4:30
Negotiating Skills	P540	February 23	New Brunswick	9:00 - 4:30
Process Improvement: Introductory Concepts	P721	May 22	New Brunswick	9:00 - 1:00
Please Understand Me	P656	New!	June 8	New Brunswick 9:00 - 4:30
Professional Credibility	P850	February 9	Newark	9:00 - 1:00
		April 24	New Brunswick	9:00 - 1:00
Professional Telephone Techniques	P350	March 14	Newark	9:00 - 12:00
		May 17	New Brunswick	9:00 - 12:00
Project Management Fundamentals	P730	February 16	New Brunswick	9:00 - 4:30
		March 13	Stratford	9:00 - 4:30
Presentations with Impact	P545	April 17 & 25	New Brunswick	9:00- 4:30
Resolving Conflict in Professional Relationships	P475	February 2	New Brunswick	9:00 - 4:30
Service Excellence: Key Concepts and Approaches	P101	New!	March 28	New Brunswick 9:00- 12:00
			April 19	Newark 9:00- 12:00
Service Excellence: Solving Customer Problems	P102	New!	April 26	New Brunswick 9:00- 12:00
			May 11	Newark 9:00- 12:00
Stress Management	P700	February 23	Newark	9:00 - 4:30
T.E.A.M. Effectiveness	P750	April 19	New Brunswick	9:00 - 4:30
Time Management	P800	March 22	Newark	9:00 - 4:30
		May 8	Stratford	9:00 - 4:30
What is Your EQ: Intro to Emotional Intelligence	P575	March 16	Newark	9:00 - 4:30
		May 15	Stratford	9:00 - 4:30
Work Place Bullying	A106	New!	May 15	New Brunswick 9:00- 12:00
			June 7	Newark 9:00- 12:00
Workplace Diversity Mini Series: Cultural "Hot Buttons"	A105	New!	February 17	Newark 9:00- 11:00
			March 6	New Brunswick 9:00- 11:00
			April 2	Stratford 9:00- 11:00
Workplace Diversity Mini Series: Generations at Work	A108	New!	February 17	Newark 1:00- 3:00
			March 6	New Brunswick 1:00- 3:00
			April 2	Stratford 12:00 - 2:00
Workplace Diversity Mini Series: Cultural and Linguistic Competency	A102	New!	March 23	Newark 9:00- 11:00
			May 10	New Brunswick 9:00- 11:00