



FY17 Training and Development Calendar (January 1 – June 30)

Date	Course	Time		
January	10-Jan	Planning for Your Professional Development	11:00AM – 12:00PM	●
	19-Jan	Understanding & Using Personality Style for Improved Communication	1:00PM – 4:30PM	●
	20-Jan 27-Jan	Better Business Grammar and Usage	9:00AM – 12:00PM	●
	24-Jan	Getting Started as a New Leader	9:00AM – 1:00PM	●
	31-Jan	High Impact Listening and Feedback	9:00AM – 12:30PM	●
February	6-Feb	Valuing Differences	1:00PM – 4:30PM	●
	7-Feb	Introduction to Managing Projects	11:00AM – 12:00PM	●
	14-Feb	Fostering Innovation	9:00AM – 12:30PM	●
	17-Feb	Perfecting Your Punctuation	9:00AM – 1:00PM	●
	23-Feb	Essentials of Leadership	9:00AM – 12:30PM	●
	28-Feb	Managing Projects	9:00AM – 12:30PM	●
March	7-Mar	Communicating with Impact	1:00PM – 4:30PM	●
	13-Mar	Polishing Your Prose: How to Write Clearly & Concisely	9:00AM – 1:00PM	●
	16-Mar	Navigating Beyond Conflict	9:00AM – 12:30PM	●
	17-Mar	Managing Up	11:00AM – 12:00PM	●
	23-Mar	Influential Leadership	9:00AM – 12:30PM	●
April	4-Apr	Flawless Customer Service for Challenging Situations	9:00AM – 12:30PM	●
	11-Apr	Elements of Effective Meetings	11:00AM – 12:00PM	●
	13-Apr	UChicago History	9:00AM – 11:30PM	●
	14-Apr	Coaching for Peak Performance	9:00AM – 12:30PM	●
	18-Apr	Engaging and Retaining Talent	9:00AM – 12:30PM	●
	21-Apr	Writing for Results	9:00AM – 4:00PM	●
	27-Apr	Influencing Others	9:00AM – 12:30PM	●
May	9-May	Communicating with Impact	9:00AM – 12:30PM	●
	15-May	Giving Constructive Feedback	1:00PM – 4:30PM	●
	16-May	Introduction to Presentation Design Principles	11:00AM – 12:00PM	●
	18-May	The ART of Interviewing	9:00AM – 1:00PM	●
	19-May	Advanced Business Writing	9:00AM – 1:00PM	●
	25-May	Identifying and Coping with Stress	11:00AM – 12:00PM	●
	31-May	Time Management	1:00PM – 4:30PM	●
June	2-Jun	Proofread Like a Pro	9:00AM – 1:00PM	●
	9-Jun	Leading Change	9:00AM – 12:30PM	●
	15-Jun	Resolving Conflict	9:00AM – 12:30PM	●
	22-Jun	Presentation Delivery Skills	1:00PM – 4:30PM	●
	27-Jun	Getting Started as a New Leader	9:00AM – 1:00PM	●

- Indicates Professional Development course
- Indicates Writing Skills course
- Indicates one hour webinar with no cost to attendees