



FY18 Training and Development Calendar (July 1 – September 30)

Registration for all courses can be accessed via links in the titles below or at training.uchicago.edu.
Please contact HR Training & Development at hr-training@uchicago.edu with any questions.

Date	Course	Time		
July	7/6/2017	Setting Performance Expectations	1:00 pm - 4:30 pm	●
	7/10/2017	Enhancing Vitality in the Workplace	11:00 am – 12:00 pm	●
	7/11/2017	Time Management	9:00 am – 12:30 pm	●
	7/17/2017	Navigating Beyond Conflict	1:00 pm - 4:30 pm	●
	7/20/2017	Planning for your Professional Development	11:00 am – 12:00 pm	●
	7/27/2017	Understanding & Using Personality Style for Improved Communication	1:00 pm - 4:30 pm	●
	7/28/2017 & 8/4/17	Better Business Grammar Usage	9:00 am – 1:00 pm (both days)	●
August	8/1/2017	Communicating as a Leader	9:00 am – 1:00 pm	●
	8/8/2017	Effective Customer Service	10:00 am – 11:00 am	●
	8/9/2017	Strong Start	1:00 pm - 4:30 pm	●
	8/11/2017	Polishing your Prose: Writing Clearly & Concisely	9:00 am – 1:00 pm	●
	8/15/2017	Managing Performance	9:00 am - 12:30 pm	●
	8/25/2017	Valuing Differences	9:00 am - 11:30 pm	●
	8/30/2017	Managing Priorities	1:00 pm - 4:30 pm	●
September	9/7/2017	Outstanding Customer Service	1:00 pm - 4:30 pm	●
	9/11/2017	Planning & Organizing your Work	1:00 pm - 3:30 pm	●
	9/12/2017	Financial Planning	11:00 am – 12:00 pm	●
	9/15/2017	Fifteen Common Writing Mistakes	9:00 am – 1:00 pm	●
	9/19/2017	Managing Up	11:00 am – 12:00 pm	●

- Professional Development course
- Writing Skills course
- Personal Development
- Webinar



FY18 Training and Development Calendar (October 1 – December 31)

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Please contact HR Training & Development at hr-training@uchicago.edu with any questions.

Date	Course	Time		
October	10/3/2017	Facilitating with Impact	9:00 am - 12:00 pm	●
	10/5/2017	Bullying & Respect in the Workplace	2:00 pm – 3:00 pm	●
	10/9/2017	Introduction to Managing Projects	11:00 am – 12:00 pm	●
	10/11/2017	Delegating for Results	1:00 pm - 4:30 pm	●
	10/13/2017	UChicago History	9:00 am - 11:30 pm	●
	10/19/2017	Communicating with Impact	1:00 pm - 4:30 pm	●
	10/24/2017	Managing Projects	9:00 am - 12:30 pm	●
November	11/3/2017	Engaging and Retaining Talent	9:00 am - 12:00 pm	●
	11/6/2017	Conflict Management	10:00 am – 11:00 am	●
	11/8/2017	High Impact Feedback and Listening	1:00 pm - 4:30 pm	●
	11/10/2017	Writing for Results	9:00 am – 4:00 pm	●
	11/13/2017	The Art of Interviewing	1:00 pm - 4:30 pm	●
	11/16/2017	Introduction to Presentation Design Principles	11:00 am – 12:00 pm	●
December	12/1/2017	Strategies for Influencing Others	9:00 am - 12:30 pm	●
	12/4/2017	Obtaining Balance: Strategies for a Healthy Lifestyle	11:00 am – 12:00 pm	●
	12/5/2017	Presentation Delivery Skills	9:00 am - 12:30 pm	●
	12/7/2017	Identifying & Coping with Stress	11:00 am – 12:00 pm	●
	12/8/2017	Writing with Style	9:00 am – 1:00 pm	●
	12/13/2017	Time Management	1:00 pm - 4:30 pm	●

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