

# Human Resources

## Spring 2020 Learning Sessions

\*\*\*Note – Locations are subject to change. Please review your email 24 hours prior to your session to review location

Session	Date	Time	Location***
Entry/Exit Process	Wednesday, January 22, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Excel	Friday, January 24, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Time Management	Wednesday, January 29, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Parking and Transportation	Friday, January 31, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Workplace Ethics	Wednesday, February 5, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Customer Service	Friday, February 7, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Recruiting and Hiring Practices	Wednesday, February 12, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Presentation Skills	Friday, February 14, 2020	9:00 am to 11:00 am	Building 283 - Training Room
True Colors	Wednesday, February 19, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Fair Labor Standards Act (FLSA)	Friday, February 21, 2020	9:00 am to 11:00 am	Building 283 - Training Room
PeopleAdmin	Wednesday, February 26, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Requesting Facilities	Friday, February 28, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Banner	Wednesday, March 4, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Conflict Resolution	Friday, March 6, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Wellness: Life In Balance	Wednesday, March 11, 2020	9:00 am to 11:00 am	Building 283 - Training Room
EPAF	Friday, March 13, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Materials Management	Wednesday, March 18, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Leave Training	Friday, March 20, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Performance Management	Wednesday, March 25, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Policies Rules and Regulations	Friday, March 27, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Kronos	Wednesday, April 1, 2020	9:00 am to 11:00 am	Building 283 - Training Room
Rules and Procedures Development	Wednesday, April 8, 2020	9:00 am to 11:00 am	Building 283 - Training Room