

# PREP

Pirate™ Readiness Enhancement Program

## Preparing for the Future!

Human Resources is excited to announce our Pirate Readiness Enhancement Program – or PREP for short! This program has been designed to help prepare staff and faculty members for the next phase in their career. With three distinct pathways to choose from, employees can decide which best fits their career goals.

Course Title	Date	Pathway
Emotional Intelligence in the Workplace	Wednesday, January 24 <sup>th</sup> at 10:30	Health Care Professional
Customer Service in the Workplace	Friday, January 26 <sup>th</sup> at 10:30	Supervising Professional
Performance Management and Employee Development	Wednesday, January 31 <sup>st</sup> at 10:30	Supervising Professional
Work Life Balance, Integration and Burnout Prevention	Friday, February 2 <sup>nd</sup> at 10:30	Health Care Professional
Leadership as Mediation: Managing Relationships and Conflict at the Office	Wednesday, February 7 <sup>th</sup> at 10:30	Supervising Professional
Patient Experience	Friday, February 9 <sup>th</sup> at 10:30	Health Care Professional
Time Management for Professional	Wednesday, February 14 <sup>th</sup> at 10:30	Workplace Professional
The Organized Professional	Friday, February 16 <sup>th</sup> at 10:30	Workplace Professional
Making The Transition from Peer to Supervisor	Wednesday, February 21 <sup>st</sup> at 10:30	Supervising Professional
Overview of Healthcare Compliance and HIPAA	Friday, February 23 <sup>rd</sup> at 10:30	Health Care Professional
Teamwork Dynamics for Supervisors	Wednesday, February 28 <sup>th</sup> at 10:30	Supervising Professional
True Colors	Friday, March 1 <sup>st</sup> at 10:30	Supervising Professional
Human Resources 101 for New Supervisors	Wednesday, March 13 <sup>th</sup> at 10:30	Supervising Professional
Problem Solving for Professionals	Friday, March 15 <sup>th</sup> at 10:30	Workplace Professional
Introduction to Servant-Leadership	Wednesday, March 20 <sup>th</sup> at 10:30	Supervising Professional
Using Microsoft Teams and OneDrive in the Workplace	Friday, March 22 <sup>nd</sup> at 10:30	Workplace Professional
Navigating the workplace as employees through effective, professional communication	Wednesday, March 27 <sup>th</sup> at 10:30	Workplace Professional
Virtual Hybrid Management	Wednesday, April 3 <sup>rd</sup> at 10:30	Supervising Professional
Navigating the workplace as supervisors through effective, professional communication	Friday, April 5 <sup>th</sup> at 10:30	Supervising Professional
Navigating the Healthcare Environment at ECU	Wednesday, April 10 <sup>th</sup> at 10:30	Health Care Professional
Healthcare Teamwork	Friday, April 12 <sup>th</sup> at 10:30	Health Care Professional
Policies, Regulations, Rules, and Application for Supervisors	Wednesday, April 17 <sup>th</sup> at 10:30	Supervising Professional

Employees can opt to join virtually via web camera or in-person in the Human Resources Training Room in Building 283. To register for the Pirate Readiness Enhancement Program, please log into Cornerstone.

Virtual training links and parking instructions will be included in Cornerstone's automated registration and reminder emails.