Training Calendar FY10

Community Conversations
How Green Is Your Clean?
Tuesday, August 11, 2009; Noon – 1:00 p.m.; Meadowlark Room
Facilitator: Robinn Schofield, The Cleaning Authority
Learn about cleaning products and how they impact our water supply, our landfills, and our respitory systems.
You will also learn how to read package labels and what "Green Seal Certified" means.

Generational Diversity
Thursday, September 24, 2009; Sunflower Room; 10-11:30 a.m.
Facilitator: Gina Crowley, Catchfire Solutions
In this session you will learn to:

- Understand the 4 distinct generations
- Gain skills to relate to the different generations
- Learn the 3 Tips for dealing with generational differences

Making Connections: The Art of Networking
Tuesday, October 27, 2009; Sunflower room; 2-3:30 p.m.
Facilitator: Jill Miller, Owner of Creative Solutions
Does the thought of having to talk to people you don't know make you queasy? Join Jill as she helps you learn how to improve your networking skills, enhance your relationship building abilities, and improve business relationships. Discover practical tips and enhance your relationship building skills to meet new friends and improve business relationships.

Fat Bucks Lunch
Thursday, November 5, 2009; Meadowlark Room; Noon – 1 p.m.
Facilitator: Becky Tuttle, Sedgwick County Health Department
Session will include information on how to lead a healthy life in a busy world. Becky will give ideas of little changes that can make a big difference with your health.

Community Conversations
November 12, 2009; Meadowlark Room; 11:30-1:00 p.m.
TBD – Sue Castile

Assertive Leadership Techniques
Wednesday, January 20, 2010; Sunflower Room; 8:30-11:30 a.m.
Tuesday, February 9, 2010; Sunflower Room; 1-4 p.m.
Facilitator: Dr. Graham, CMD
Assertiveness is one of the most valuable skill sets leaders and managers can possess. It ensures that you are clear, consistent and understood by those you lead. Assertiveness helps eliminate the confusing and inconsistent messages many of us often convey unintentionally to our employees and coworkers. This program gives participants practical techniques to improve their assertiveness in leadership positions and helps define the difference between assertive, aggressive, passive and devious leadership styles. This program will also provide opportunities to use assertive techniques in problem solving and interpersonal workplace situations.

Community Conversations
Wednesday, February 17, 2010; Meadowlark Room; Noon – 1 p.m.
TBD

Community Conversations
Wednesday, April 21, 2010; Meadowlark Room; Noon – 1 p.m.
TBD

Professional Development Day
Wednesday, May 12, 2010; Sunflower Room; Time – TBD
Facilitator: Margaret Morford, President, The HR Edge
Courage at Work (staff sessions) 9-10:30 a.m. & 2:30-4:00 p.m.
Courageous Leadership (Managers session: 11-2:00 p.m.)

Management Courage - Having the Heart of a Lion
Session for Managers – 3 ½ hours
Participants are presented with a radically new concept that exceptional managers must possess - "Management Courage." Participants will learn what "Management Courage" is and why the best employees will demand it. "Management Courage" will become a distinctive benchmark for excellence in the future. Courageous managers will no longer treat everyone the same and will choose unpleasant short-term management strategies in order to benefit their organizations and employees in the long-term. This course includes a:

- Definition of "Management Courage;"
- Five Principles of "Management Courage;"

- Self-evaluation of participant's management style against each principle;
- Participation in five separate skills practices to hone their ability to work through real work situations and emerge with strategies for dealing with those situations; and
- Action items for including "Management Courage" in all day-to-day managerial responsibilities.

Courage in the Workplace
Staff session – Two – 1 ½ hour sessions
Courage at Work - Having the Heart of a Lion
Participants are presented with a radically new concept that exceptional employees must possess - "Workplace Courage." Participants are exposed to five principles that will make them better employees and improve the overall work environment.
"Workplace Courage" will become a distinctive benchmark for excellence in the future. Courageous employees will be challenged to choose unpleasant short-term actions in order to benefit themselves, their fellow employees and their organizations in the long-term (see attached handout).
This course includes a:

- Definition of “Workplace Courage;”
- Five Principles of “Workplace Courage;”
- Self-evaluation of participant’s style against each principle; and
- Action items for including “Workplace Courage” in all day-to-day responsibilities.

E-Learning Modules:
KUMC E-Learning Modules available to employees:

Career Advancement: Success for the Promotion Seeker
Management/Leadership: Hiring Competent Employees & What Every Supervisor Should Know
Policies & Procedures: Corrective Action, Family & Medical Leave Act, FLSA Overtime/Compensatory Time, Shared Leave, Workplace Violence
Professional Development: Managing Your Time, Preventing Harassment in the Workplace

To take these trainings go to: https://www2.kumc.edu/chalk3/training/hr/index.aspx. You will need to log in using your network user name and password.