UNT SYSTEM Human Resources

learning solutions
professional growth knowledge opportunity
development skills support

Schedule of Training Opportunities

When		Course	Title	Where
Oct 5	1PM - 3PM	AP16ED	Effective Documentation	UNT
Oct 5	3PM - 5PM	AP16SC	Supervisor Communication Skills	UNTHSC
Oct 6	10AM - Noon	AP16OT	Organizational Trust	UNT
Oct 6	1:30PM - 3:30PM	AP16CA	Challenging Attitudes	UNT Dallas
Oct 7	10AM - Noon	AP16PD	Progressive Discipline	UNT Dallas
Oct 7	10AM - Noon	AP16EI	Emotional Intelligence	UNT
Oct 10	10AM - Noon	AP16PD	Progressive Discipline	UNT
Oct 11	10AM - 11AM	AP16EP	Benefits of the EAP	UNTHSC
Oct 11	2PM - 4PM	AP16FE	Facilitating Effective Performance Evaluations	UNT
Oct 11	2PM - 4PM	AP16SK	Skillful Collaboration	UNT Dallas
Oct 13	9:30AM - 11:30AM	AP16ME	How to Manage Your Emotions	UNTHSC
Oct 13	10AM - Noon	AP16AC	Art of Successful Coaching	UNT
Oct 18	10AM - Noon	AP16OF	Office 365/OneDrive for Business	UNTHSC
Oct 18	2PM - 4PM	AP16C3	Communication Part 3: Body Language	UNT

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For more information and course descriptions go to the Training Opportunities Calendar
(https://untranet.unt.edu/untsystem/UNT%20System%20HR/talent_management/SitePages/Home.aspx)
Questions? Email us at TalentManagement@untsystem.edu **or call 855.878.7650 or 817.735.7650**

When		Course	Title	Where
Oct 19	10AM - Noon	AP16HR	Hiring Responsibilities	UNT
Oct 19	10AM - Noon	AP16ME	How to Manage Your Emotions	UNT Dallas
Oct 19	2PM - 4PM	AP16PD	Progressive Discipline	UNTHSC
Oct 20	8:30AM - 10:30AM	UO16AU	Asset User Training	UNT
Oct 20	9AM - Noon	AP16VB	Values-Based Hiring	UNTHSC
Oct 20	10AM - Noon	AP16MG	Multi-Generational Workplace	UNT
Oct 20	10AM - Noon	AP16PR	Developing Positive Relationships	UNTHSC
Oct 21	10AM - 11AM	AP16EP	Benefits of the EAP	UNT Dallas
Oct 21	1PM - 3PM	AP16BS	Being A Supervisor: Is It For Me?	UNTHSC
Oct 24	2PM - 3:30PM	AP16PW	Productive Work Habits	UNT
Oct 24	2PM - 4PM	AP16ML	Managing Leave and Attendance	UNTHSC
Oct 26	2PM - 4PM	AP16EL	Employee Lifecycle	UNT
Oct 27	2PM - 4PM	AP16PA	Positive Approaches to Resolving Performance & Conduct Problems	UNTHSC
Oct 28	9:30AM - 11:30AM	AP16C4	Communication Part 4: Verbal Communication	UNTHSC
Nov 1	9AM - Noon	AP16VB	Values-Based Hiring	UNTHSC
Nov 1	2PM - 4PM	AP16FS	Foundations of Supervision	UNT
Nov 2	10AM - Noon	Ap16BS	Being A Supervisor: Is It For Me?	UNT

When		Course	Title	Where
Nov 2	2PM - 4PM	Ap16BS	Being A Supervisor: Is It For Me?	UNT Dallas
Nov 2	2:30PM - 4:30PM	AP16CB	Compensation and Benefits	UNTHSC
Nov 3	2PM - 4PM	AP16PR	Developing Positive Relationships at Work	UNT
Nov 4	10AM - Noon	AP16PA	Positive Approaches to Resolving Performance and Conduct Problems	UNT Dallas
Nov 7	9AM - 11AM	AP16HE	Higher Ed Finance	UNT
Nov 8	9AM - 11AM	AP16NL	Navigating ADA, FMLA & Workers' Compensation	UNTHSC
Nov 8	1:30PM - 3:30PM	AP16OF	Office 365/OneDrive for Business	UNTHSC
Nov 8	2PM - 4PM	AP16SC	Supervisor Communication Skills	UNT
Nov 9	3PM - 5PM	AP16MG	Multi-Generation Workplace	UNTHSC
Nov 10	9:30AM - 11:30AM	AP16CT	Critical Thinking Skills	UNTHSC
Nov 10	10AM - Noon	AP16NL	Navigating ADA, FMLA & Workers' Compensation	UNT
Nov 10	1PM - 3PM	AP16SK	Skillful Collaboration	UNT
Nov 14	9AM - 10AM	UP16FS	Flexible Schedule Training	UNT
Nov 15	10AM - 11AM	AP16EP	Benefits of the EAP	UNT
Nov 15	1PM - 3PM	AP16EC	Electronic Communications for Supervisors	UNT
Nov 15	1:30PM - 3:30PM	AP16C2	Communication Part 2: Listening for Success	UNT Dallas
Nov 15	2PM - 4PM	AP16C4	Communication Part 4: Verbal Communication	UNT

When	Course	Title	Where
Nov 16 9AM - 11AM	AP16ML	Managing Leave & Attendance	UNT
Nov 16 1:30PM - 3:30PM	AP16SK	Skillful Collaboration	UNTHSC
Nov 16 1:30PM - 4:30PM	AP16VB	Values-Based Hiring	UNTHSC
Nov 17 8:30AM - 10:30AM	UO16AU	Asset User Training	UNT
Nov 17 2PM - 4PM	AP16PA	Positive Approaches to Resolving Performance & Conduct Problems	UNT
Nov 17 2PM - 4PM	AP16KC	Keys to Successful Coaching	UNTHSC
Nov 18 10AM - Noon	AP16CB	Compensation and Benefits	UNT Dallas
Nov 21 2PM - 4PM	AP16RW	EEO Principles: Creating a Respectful Work Environment	UNT
Nov 29 2PM - 4PM	AP16CA	Challenging Attitudes	UNT
Nov 29 2:30PM - 4:30PM	AP16PM	Performance Management	UNTHSC
Nov 30 9AM - 11AM	AP16ED	Effective Documentation	UNTHSC
Nov 30 9:30AM - 11:30AM	AP16S4	Service Excellence Part 4: Working with Difficult Customers	UNTHSC
Nov 30 10AM - Noon	AP16BI	Behavioral Interviewing	UNT
Dec 1 9:30AM - 11:30AM	AP16PA	Positive Approaches to Resolving Performance & Conduct Problems	UNTHSC
Dec 1 2PM - 4PM	AP16PM	Performance Management	UNT
Dec 2 10AM - Noon	AP16PR	Developing Positive Relationships at Work	UNT Dallas
Dec 6 2PM - 4PM	AP16MG	Multi-Generational Workplace	UNT

When	Course	Title	Where
Dec 7 10AM - Noon	AP16RC	Resolving Conflict	UNTHSC
Dec 8 9AM - Noon	AP16VB	Values-Based Hiring	UNTHSC
Dec 8 10AM - Noon	AP16ME	How to Manage Your Emotions	UNT
Dec 8 10AM - Noon	AP16C4	Communication Part 4:	UNT Dallas
Dec 8 10AM - Noon	AP16OF	Office 365/OneDrive for Business	UNTHSC
Dec 9 1PM - 3PM	AP16PD	Progressive Discipline	UNT
Dec 12 1PM - 3PM	AP16AC	Art of Successful Coaching	UNT
Dec 13 9:30AM - 11:30AM	AP16RW	EEO Principles: Creating a Respectful Workplace Environment	UNTHSC
Dec 13 1:30PM - 3:30PM	AP16OT	Organizational Trust	UNT Dallas
Dec 14 10AM - Noon	AP16HR	Hiring Responsibilities	UNT
Dec 14 1:30PM - 3:30PM	AP16OT	Organizational Trust	UNTHSC
Dec 14 2PM - 4PM	AP16HC	How to Handle Change	UNT
Dec 15 8:30AM - 10:30AM	UO16AU	Asset User Training	UNT

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