



Schedule of Training Opportunities

When	Course	Title	Where
Feb 9 1:30PM - 3:30PM	AP16PM	Performance Management	UNT Dallas
Feb 9 2PM - 4PM	AP16PR	Developing Positive Relationships at Work	UNT
Feb 9 2PM - 4PM	AP16EI	Emotional Intelligence	UNTHSC
Feb 13 10AM - Noon	AP16PD	Progressive Discipline	UNT
Feb 14 9:30AM - 11:30AM	AP16SC	Supervisor Communication Skills	UNTHSC
Feb 14 2PM - 4PM	AP16RC	Resolving Conflict	UNT
Feb 15 3PM - 4PM	AP16EP	Benefits of the EAP	UNT
Feb 16 8:30AM - 10:30AM	UO17AU	Asset User Training	UNT
Feb 16 10AM - Noon	AP16BI	Behavioral Interviewing	UNT
Feb 16 1:30PM-4:30PM	AP16VB	Values-Based Hiring	UNTHSC
Feb 21 9AM-11AM	AP16PD	Progressive Discipline	UNTHSC
Feb 21 1:30PM - 3:30PM	AP16C1	Art of Communication	UNTHSC
Feb 21 2PM - 4PM	AP16PM	Performance Management	UNT
Feb 22 10AM - Noon	AP16S2	Service Excellence: Communication Workout	UNT
Feb 23 10AM - Noon	AP16AC	Art of Successful Coaching	UNT
Feb 23 2:30PM - 4:30PM	AP16PR	Developing Positive Relationships at Work	UNTHSC

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When	Course	Title	Where
Mar 1 10AM - Noon	AP16EL	The Employee Lifecycle	UNTHSC
Mar 2 10AM - Noon	AP16FS	Foundations of Supervision	UNT
Mar 3 10AM - Noon	AP16FE	Facilitating Effective Performance Evaluations	UNT Dallas
Mar 3 1:30PM - 3:30PM	AP16ME	How to Manage Your Emotions	UNTHSC
Mar 6 9AM - 11AM	AP16ML	Managing Leave & Attendance	UNT
Mar 7 10AM - Noon	AP16EC	Electronic Communications for Supervisors	UNT
Mar 7 1PM - 3PM	AP16EI	Emotional Intelligence	UNT
Mar 7 2PM - 4PM	AP16FE	Facilitating Effective Performance Evaluations	UNTHSC
Mar 8 2PM - 4PM	AP17IW	Creating an Inclusive Workplace Environment <i>*Replaces EEO Principles: Creating a Respectful Work Environment</i>	UNT
Mar 9 10AM - Noon	AP16MG	Multi-Generational Workplace	UNT
Mar 16 8:30AM - 10:30AM	UO17AU	Asset User Training	UNT
Mar 16 10AM - Noon	AP16HR	Hiring Responsibilities	UNT Dallas
Mar 16 1:30PM - 4:30PM	AP16VB	Values -Based Hiring	UNTHSC
Mar 20 1PM - 3PM	AP16NL	Navigating ADA, FMLA & WC	UNT
Mar 21 10AM - Noon	AP16PA	Positive Approaches to Resolving Performance and Conduct Problems	UNT
Mar 21 1:30PM - 3:30PM	AP16C2	Listening for Success	UNTHSC
Mar 22 10AM - Noon	AP16S3	Service Excellence: Delivering Solutions	UNT
Mar 22 2PM - 4PM	AP16SC	Supervisor Communication Skills	UNT Dallas
Mar 23 2PM-4PM	AP16NL	Navigating ADA, FMLA, and WC	UNTHSC
Mar 24 10AM - Noon	AP16PM	Performance Management	UNTHSC
Mar 27 10AM - Noon	SC17SW	F-1/J-1 Student Visa Workshop	UNT

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When	Course	Title	Where
Mar 28 2PM - 4PM	AP16FE	Facilitating Effective Performance Evaluations	UNT
Mar 28 2:30PM - 4:30PM	SC17EW	H-1B Employment Visa Workshop	UNT
Mar 29 10AM - Noon	SC17J1	J-1 Scholar Visa Workshop	UNT
Mar 29 1PM - 2:30PM	AP16PW	Productive Work Habits	UNT
Mar 31 2PM - 3PM	AP16EP	Benefits of the EAP	UNT
Apr 3 1PM - 3PM	AP16HR	Hiring Responsibilities	UNT
Apr 5 10AM - Noon	AP16SK	Skillful Collaboration	UNT
Apr 5 10AM - Noon	AP16ED	Effective Documentation	UNT Dallas
Apr 5 2PM-4PM	AP17IW	Creating an Inclusive Workplace Environment <i>*Replaces EEO Principles: Creating a Respectful Work Environment</i>	UNT
Apr 6 2PM-4PM	AP16ED	Effective Documentation	UNTHSC
Apr 7 9:30AM - 11:30AM	AP16SK	Skillful Collaboration	UNTHSC
Apr 10 9AM - 11AM	AP16ED	Effective Documentation	UNT
Apr 11 1PM - 3PM	AP16CA	Challenging Attitudes	UNT
Apr 12 9AM - 11AM	AP16PD	Progressive Discipline	UNT
Apr 12 10AM - Noon	AP16MG	Multi-Generational Workplace	UNTHSC
Apr 14 1PM - 3PM	AP16EL	The Employee Lifecycle	UNT Dallas
Apr 18 1:30PM - 3:30PM	AP16C3	Beyond Words: Body Language	UNTHSC
Apr 18 2PM - 4PM	AP16SC	Supervisor Communication Skills	UNT
Apr 19 9:30AM - 11:30AM	AP16PA	Positive Approaches to Resolving Performance and Conduct Problems	UNTHSC
Apr 20 8:30AM - 10:30AM	UO17AU	Asset User Training	UNT
Apr 20 10AM - 1PM	AP16VB	Values-Based Hiring	UNTHSC

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When	Course	Title	Where
Apr 21 10AM - Noon	AP16EL	The Employee Lifecycle	UNT
Apr 25 2PM - 4PM	AP16PM	Performance Management	UNT
Apr 26 10AM - Noon	AP16S4	Service Excellence: Working with Difficult Customers	UNT
Apr 27 1PM - 3PM	AP16AC	Art of Successful Coaching	UNT
Apr 27 2PM - 4PM	AP16KC	Keys to Successful Coaching	UNTHSC
May 3 9AM - 10AM	UP16FS	Flexible Schedule Training	UNT
May 3 2PM - 4PM	AP16FE	Facilitating Effective Performance Evaluations	UNTHSC
May 4 1:30PM - 3:30PM	AP16ML	Managing Leave & Attendance	UNT Dallas
May 12 10AM - Noon	AP16BS	Being A Supervisor: Is it For Me?	UNTHSC
May 16 1:30PM - 3:30PM	AP16C4	Verbal Communication: The Power of Words	UNTHSC
May 17 2PM - 4PM	AP16FS	Foundations of Supervision	UNTHSC
May 18 8:30AM - 10:30AM	UO17AU	Asset User Training	UNT
May 18 1:30PM– 4:30PM	AP16VB	Values-Based Hiring	UNTHSC