



Course Schedule for University Hospital – Fall 2016 (Chronological Order)

UH Management Development Classes for September thru December 2016

Dates	Course	Course Code	Time
10/13, 10/20, & 10/27	Managing @ UH (3 days) (Mandatory for new management staff)	UHM255	9:00 AM – 4:00 PM
11/1, 11/3, 11/8, & 11/10	Frontline Supervision (4 days) (Mandatory for those new to supervision)	UHM265	9:00 AM – 4:00 PM
9/29	<u>Manager as Leader Series:</u> - Setting Expectations	UHM315	9:00 AM – 1:00 PM
11/15	- Coaching for Peak Performance	UHM317	9:00 AM – 1:00 PM
12/8	- Strategies for Addressing Poor Performance	UHM335	9:00 AM – 4:00 PM
12/16	- UH Performance Appraisal Tools	UHM210	9:00 AM - 1:00 PM
	<u>Skills Partnership Grant (New Course)</u>		
11/2	Managing Change to Improve HCAHPS	UHMG05	9:00 AM – 4:00 PM
11/7	Managing Change to Improve HCAHPS	UHMG05	9:00 AM – 4:00 PM
11/16	Managing Change to Improve HCAHPS	UHMG05	9:00 AM – 4:00 PM
11/30	Managing Change to Improve HCAHPS	UHMG05	9:00 AM – 4:00 PM
12/7	Managing Change to Improve HCAHPS	UHMG05	9:00 AM – 4:00 PM
9/22 & 9/23	Learning to Lead (2 days)	UHP109	9:00 AM – 4:00 PM

UH Professional Development Classes for September thru December 2016

Dates	Course	Course Code	Time
	<u>Skills Partnership Grant (New Course)</u>		
9/14	Behavioral and Therapeutic Responses in Healthcare	UHPG04	9:00 AM – 4:00 PM
10/12	Behavioral and Therapeutic Responses in Healthcare	UHPG04	9:00 AM – 4:00 PM
10/19	Behavioral and Therapeutic Responses in Healthcare	UHPG04	9:00 AM – 4:00 PM
10/25	Behavioral and Therapeutic Responses in Healthcare	UHPG04	9:00 AM – 4:00 PM
10/07	Intro to Emotional Intelligence	UHP575	9:00 AM - 01:00 PM
10/14	Professional Credibility	UHP850	9:00 AM – 01:00 PM
12/9	Professional Credibility	UHP850	9:00 AM – 01:00 PM
10/18	How Should I Handle This? (New Course)	UHP201	9:00 AM – 01:00 PM
12/1	How Should I Handle This? (New Course)	UHP201	9:00 AM – 01:00 PM
10/21	Listening to Comprehend	UHP460	9:00 AM – 1:00 PM
11/18	Resolving Conflict	UHP475	9:00 AM – 4:00 PM
11/29	Cultural Competency	UHP102	9:00 AM - 12:00 PM
12/15	Stress Management	UHP700	9:00 AM - 4:00 PM

Microsoft Office Classes for September 2016

Dates	Course	Code	Time
09/09	Excel 2	UHC125	9:00 AM – 4:00 PM
09/16	Excel 3	UHC127	9:00 AM – 4:00 PM
09/28	PowerPoint I	UHC130	9:00 AM – 4:00 PM
09/30	PowerPoint 2	UHC135	9:00 AM – 1:00 PM

More details can be found on our website: <http://www.uhnj.org/hrweb/learning/>

To enroll online, please access: <http://hrcourses.uhnj.org>

Please call 2-6757 or email with any questions: HRLearning@uhnj.org