



## Course Schedule for University Hospital – Fall 2019

(Chronological Order)

### UH Management Development Classes for September through December 2019

Dates	Course	Course Code	Time
10/23, 10/30, & 11/06	<b>Managing @ UH</b> (3 days - informational) (Mandatory for new management staff)	UHM255	9:00 AM – 4:00 PM
11/13, 11/15, 11/20, & 11/22	<b>Frontline Supervision</b> (4 days - developmental) (Mandatory for those new to supervision)	UHM265	9:00 AM – 4:00 PM
9/26 10/3 11/14	<b>Manager as Leader Series:</b> - DiSC for Understanding Workstyles	UHM320	1:00 PM – 4:00 PM
	- Setting Performance Expectations	UHM315	1:00 PM – 4:00 PM
	- Communication Strategies for Managers <b>(New)</b>	UHM365	1:00 PM – 4:00 PM
12/4	- Coaching for Improved Performance	UHM317	1:00 PM – 4:00 PM
12/10	- Strategies for Addressing Poor Performance	UHM335	9:00 AM – 4:00 PM

### UH Professional Development Classes for September through December 2019

Dates	Course	Course Code	Time
9/27	Stress Management	UHP700	9:00 AM - 4:00 PM
10/1	Making Meetings Work	UHP280	9:00 AM - 12:00 PM
10/2	Assertive Communication	UHP565	9:00 AM - 1:00 PM
10/10	Building Positive Co-Worker Relationships	UHP725	9:00 AM - 1:00 PM
10/11	Dealing with Change	UHP528	9:00 AM - 4:00 PM
10/17	Listening to Comprehend	UHP460	9:00 AM - 1:00 PM
10/24	Taking Meeting Minutes	UHP155	10:00 AM – 12:00 PM
10/31	Project Management Fundamentals	UHP730	9:00 AM – 4:00 PM
11/7	Project Management & Beyond <b>(New)</b>	UHP740	9:00 AM - 4:00 PM
12/18	EQ for Healthcare Workers	UHP575	9:00 AM – 1:00 PM
12/19	Professional Telephone Techniques	UHP350	9:00 AM - 12:00 PM
12/19	Cultural Competency	UHP102	1:00 PM – 4:00 PM
10/16 10/25	<b>NJBIA Grant Programs *</b> <b>(External Consultants from ECC)</b> - Conflict Management	UHPG01 UHPG02	9:00 AM - 4:00 PM 9:00 AM - 4:00 PM
11/12	- Five Choices for Extraordinary Productivity - Business Writing for the 21 <sup>st</sup> Century	UHPG07	9:00 AM - 4:00 PM

### NJBIA Grant - Microsoft Office Classes

Dates	Course	Code	Time
9/24 & 11/5	Excel 1	UHC120	9:00 AM – 4:00 PM
9/25 & 11/19	Excel 2	UHC125	9:00 AM – 4:00 PM
10/2 & 11/22	Excel 3	UHC127	9:00 AM – 4:00 PM
10/22	Outlook	UHC100	9:00 AM – 4:00 PM
10/24	PowerPoint 2	UHC135	9:00 AM – 4:00 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](mailto:HRLearning@uhnj.org)

*Course descriptions can be found online when you enroll.*