



Course Schedule for University Hospital – Winter/Spring 2017 (Chronological Order)

UH Management Development Classes for January thru June 2017

Dates	Course	Course Code	Time
2/3, 2/10, 2/17	Managing @ UH (3 days) <i>(Mandatory for new management staff)</i>	UHM255	9:00 AM – 4:00 PM
6/8, 6/15, 6/22	Managing @ UH (3 days) <i>(Mandatory for new management staff)</i>		9:00 AM – 4:00 PM
3/22, 3/24 3/29, 3/31	Frontline Supervision (4 days) <i>(Mandatory for those new to supervision)</i>	UHM265	9:00 AM – 4:00 PM
1/30	Union Contract Changes 2014 - 2017	UHM401	1:00 PM – 4:00 PM
	Manager as Leader Series:		
3/9	- Setting Expectations	UHM315	9:00 AM – 1:00 PM
4/13	- Coaching for Peak Performance	UHM317	9:00 AM – 1:00 PM
4/20	- Strategies for Addressing Poor Performance	UHM335	9:00 AM – 4:00 PM
4/26	- Behavioral Interviewing	UHM375	9:00 AM - 1:00 PM
6/1	- UH Performance Appraisal Tools	UHM210	9:00 AM - 12:00 PM
5/11 & 5/12	Learning to Lead (2 days)	UHP109	9:00 AM – 4:00 PM

(New Course) Lean Thinking for Healthcare – (for managers and frontline employees)

Date	Time	Location
January 25, 2017	9:15 AM to 4:00 PM	Cancer Center B1120
January 31, 2017	9:00 AM to 4:00 PM	Cancer Center B1120
February 7, 2017	9:00 AM to 4:00 PM	Cancer Center B1120
February 15, 2017	9:00 AM to 4:00 PM	Cancer Center B1120
February 22, 2017	9:15 AM to 4:00 PM	Cancer Center B1120

UH Professional Development Classes for January thru June 2017

Dates	Course	Course Code	Time
2/9	Stress Management	UHP700	9:00 AM - 04:00 PM
3/3	Time Management	UHP800	9:00 AM - 04:00 PM
4/5	Resolving Conflict	UHP475	9:00 AM - 04:00 PM
4/6	<i>(New Course)</i> Building Positive Co-worker Relationships	UHP725	9:00 AM - 12:00 PM
5/25	Building Positive Co-worker Relationships	UHP725	9:00 AM - 12:00 PM
4/19	Professional Credibility	UHP850	9:00 AM – 01:00 PM
5/18	Participating in Teams	UHP750	9:00 AM - 12:00 PM
6/28	Listening to Comprehend	UHP460	9:00 AM – 01:00 PM
TBA	Taking Meeting Minutes		TBA Call 2-9391

Microsoft Office Classes for February 2017

Dates	Course	Code	Time
2/21	Excel 2	UHC125	9:00 AM – 4:00 PM
2/23	Excel 3	UHC127	9:00 AM – 4:00 PM
2/24	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