



**Course Schedule for University Hospital – Winter/Spring 2018**  
(Chronological Order)

**UH Management Development Classes for January through June 2018**

Dates	Course	Course Code	Time
2/8, 2/15, & 2/22	<b>Managing @ UH</b> (3 days - informational) (Mandatory for new management staff)	UHM255	9:00 AM – 4:00 PM
6/7, 6/14, & 6/21	<b>Managing @ UH</b> (3 days - informational) (Mandatory for new management staff)		
4/25, 4/27, 5/2 & 5/4	<b>Frontline Supervision</b> (4 days - developmental) (Mandatory for those new to supervision)	UHM265	9:00 AM – 4:00 PM
	<b>Manager as Leader Series:</b>		
3/2	- Interviewing for the Best Candidate	UHM375	9:00 AM – 1:00 PM
3/15	- Managing Performance: Coaching	UHM317	9:00 AM – 1:00 PM
3/22	- Managing Performance: Counseling & Discipline	UHM335	9:00 AM – 4:00 PM
5/3	- UH Performance Appraisal Tools	UHM210	9:00 AM – 12:00 PM
5/10	- Conducting the Performance Appraisal Meeting	UHM215	9:00 AM – 1:00 PM
5/24 & 5/25	- Learning to Lead (2 days)	UHP109	9:00 AM – 4:00 PM
	<b>NJBIA Grant Programs (External Consultants)</b>		
2/13	Creating a Culture of Respect (New)	UHMG08	9:00 AM - 4:00 PM
3/1	Leading Organizational Change	UHMG05	9:00 AM - 4:00 PM
3/8	Strategic Leadership (New)	UHMG07	9:00 AM - 4:00 PM
3/23	Building Cohesive Teams (New)	UHMG03	9:00 AM - 4:00 PM
4/5	Mentoring: Building and Retaining Talent (New)	UHMG09	9:00 AM - 4:00 PM
4/20	Driving Organizational Accountability	UHMG02	9:00 AM - 4:00 PM

**UH Professional Development Classes for January through June 2018**

Dates	Course	Course Code	Time
	<b>NJBIA Grant Programs (External Consultants)</b>		
1/23	Managing Up (New)	UHPG09	9:00 AM – 4:00 PM
5/1	Behavioral and Therapeutic Responses in Healthcare	UHPG04	9:00 AM – 4:00 PM
5/8	Emotional Intelligence in Healthcare	UHPG575	9:00 AM – 4:00 PM
5/22	Conflict Management	UHPG01	9:00 AM – 4:00 PM
6/5	Managing UP (New)	UHPG09	9:00 AM – 4:00 PM
6/12	Diversity and Inclusion (New)	UHPG08	9:00 AM – 4:00 PM
1/26	Stress Management	UHP700	9:00 AM - 4:00 PM
2/1	Building Positive Co-Worker Relationships	UHP725	9:00 AM - 1:00 PM
2/2	Yes, You Can Get Organized	UHP600	9:00 AM - 1:00 PM
4/12	Managing Difficult Conversations	UHP205	9:00 AM - 1:00 PM

**NJBIA Grant - Microsoft Office Classes**

*Additional Microsoft Classes Will Be Announced This Spring*

Dates	Course	Code	Time
2/6	Excel 1	UHC120	9:00 AM – 4:00 PM
2/20	Excel 2	UHC125	9:00 AM – 4:00 PM
4/10	Outlook	UHC100	9:00 AM – 4:00 PM
4/24	Excel 3	UHC127	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.