



Course Schedule for University Hospital – Winter/Spring 2019
(Chronological Order)

UH Management Development Classes for January through June 2019

Dates	Course	Course Code	Time
2/14, 2/21, & 2/28 6/6, 6/13, & 6/20	Managing @ UH (3 days - informational) (Mandatory for new management staff) Managing @ UH (3 days - informational) (Mandatory for new management staff)	UHM255	9:00 AM – 4:00 PM
4/16, 4/18, 4/23 & 4/25	Frontline Supervision (4 days - developmental) (Mandatory for those new to supervision)	UHM265	9:00 AM – 4:00 PM
3/5 & 6/14	Patient Safety and Regulatory Bootcamp (New) (Mandatory for all managers and directors)	UHMPR01	1:00 PM – 5:00 PM
2/19 3/7 3/28 4/12	Manager as Leader Series: - Interviewing for the Best Candidate - Managing Performance: Setting Expectations - Managing Performance: Coaching - Managing Performance: Strategies for Addressing Poor Performance	UHM375 UHM315 UHM317 UHM335	9:00 AM – 1:00 PM 9:00 AM – 1:00 PM 9:00 AM – 1:00 PM 9:00 AM – 4:00 PM
5/15 5/30 3/20 & 3/21	- DiSC for Understanding Workstyles (New) - Addressing Disruptive Behavior (New) - Learning to Lead (2 days)	UHM656 UHM340 UHP109	9:00 AM – 4:00 PM 9:00 AM – 1:00 PM 9:00 AM – 4:00 PM
4/5 4/26	NJBIA Grant Programs *(External Consultants) - Lean in Healthcare - Driving Accountability	UHMG06 UHMG02	9:00 AM - 4:00 PM 9:00 AM - 4:00 PM

UH Professional Development Classes for January through June 2019

Dates	Course	Course Code	Time
2/15	Project Management	UHP730	9:00 AM – 4:00 PM
2/20	Taking Meeting Minutes	UHP155	10:00 AM – 12:00 PM
3/1	Stress Management	UHP700	9:00 AM - 4:00 PM
4/2	Yes, You Can Get Organized	UHP600	9:00 AM - 1:00 PM
5/1	Building Positive Co-Worker Relationships	UHP725	9:00 AM - 1:00 PM
5/7	Professional Credibility	UHP850	9:00 AM – 4:00 PM
5/17	Managing Change	UHP528	9:00 AM - 4:00 PM
6/4	EQ for Healthcare Workers	UHP575	9:00 AM – 1:00 PM
6/5	Communication Across Generations (New)	UHP108	9:00 AM - 1:00 PM
4/11 5/10	NJBIA Grant Programs *(External Consultants) - Conflict Management - Five Choices for Extra Ordinary Productivity *Additional Grant Classes Will Be Announced This Spring	UHPG01 UHPG02	9:00 AM - 4:00 PM 9:00 AM - 4:00 PM

NJBIA Grant - Microsoft Office Classes

Additional Microsoft Classes Will Be Announced This Spring

Dates	Course	Code	Time
2/11	Excel 1	UHC120	9:00 AM – 4:00 PM
2/12	Excel 2	UHC125	9:00 AM – 4:00 PM
3/5	Excel 3	UHC127	9:00 AM – 4:00 PM
3/6	Word 2	UHC115	9:00 AM – 4:00 PM
3/8	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

Course descriptions can be found online when you enroll.