



Course Schedule for University Hospital - Winter/Spring 2023

(Chronological Order)

UH Management Development Classes for February through June 2023

Dates	Course	Course Code	Time
2/2, 2/9, 2/16, & 2/23 6/1, 6/8, 6/15, & 6/22	Managing @ UH (4 days - informational) (Mandatory for new management staff)	UHM255	9:00 AM – 4:00 PM
4/26, 4/28, 5/2 & 5/4	Frontline Supervision (4 days - developmental) (Mandatory for those new to supervision)	UHM265	9:00 AM – 4:00 PM
3/8 3/30 4/19 5/10 5/24	<u>Manager as Leader Series:</u> <ul style="list-style-type: none"> - Coaching for Improved Performance - Strategies for Addressing Poor Performance - Setting Employees Up for Success - UH's Performance Appraisal Tools - Conducting the Appraisal Meeting 	UHM317 UHM335 UHM225 UHM210 UHM220	1:00 PM – 4:00 PM 9:00 AM – 4:00 PM 1:00 PM – 4:00 PM 1:00 PM – 4:00 PM 1:00 PM – 4:00 PM

UH Professional Development Classes for February through June 2023

Dates	Course	Course Code	Time
2/22	Dealing with Change	UHP525	9:00 AM - 4:00 PM
3/9	Communication Across Generations	UHP108	9:00 AM – 12:00 PM
3/9	Telephone Techniques	UHP350	1:00 PM – 4:00 PM
3/23 & 3/24	Learning to Lead	UHP109	9:00 AM - 4:00 PM
5/18	Resolving Conflict	UHP475	9:00 AM - 4:00 PM
5/25	Time Management	UHP800	9:00 AM - 4:00 PM
6/9	Stress Management	UHP700	9:00 AM – 4:00 PM
6/23	Yes, You Can Get Organized	UHP600	9:00 AM – 12:00 PM
6/23	Assertive Communication	UHP565	1:00 PM – 4:00 PM

NJBIA Grant - Microsoft Office Classes

Dates	Course	Code	Time
2/10 & 5/5	Excel 1	UHC120	9:00 AM – 4:00 PM
2/24 & 5/19	Excel 2	UHC125	9:00 AM – 4:00 PM
3/6 & 6/2	Excel 3	UHC127	9:00 AM – 4:00 PM
3/10	PowerPoint 2	UHC135	9:00 AM – 1:00 PM

More details can be found on our website:

<https://www.uhnj.org/uh-employees/human-resources/learning-organizational-development/>

To enroll online, please access (intranet): <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.