

Summer Course Schedule - June/July 2024

Professional Development Courses

| Date | Course Title | Time | Location |
|------------------------|---|---------------------|----------|
| 6/12 | Engaging in Customer Service | 1:00pm – 4:00pm | CC D1194 |
| 6/19 | Strengthening Your Soft Skills: For Leaders | 1:00pm – 4:00pm | CC D1194 |
| 7/11,7/18, 7/24,8/1 | New Manager Training (Mandatory for New Managers) | 9:30 am - 4:00 pm | CC B1120 |
| 7/11 | How to Manage Challenges | 10:00 am - 11:00 am | CC D1194 |
| 7/18 | Effective Communication | 10:00 am - 12:00 pm | CC D1194 |
| 7/23 | Stress First Aid Training | 12:00 pm - 1:00 pm | CC D1194 |
| 7/25 | Diplomacy & Tact: Professional Behavior | 10:00 am - 12:00 pm | CC D1194 |

Technology Courses

| Date | Course Title | Time | Location |
|------|--------------|-------------------|----------|
| 6/3 | Excel 1 | 9:00 am - 4:00 pm | CC D1160 |
| 6/7 | MS Teams | 9:00 am - 4:00 pm | CC D1160 |
| 6/10 | Excel 2 | 9:00 am - 4:00 pm | CC D1160 |
| 6/14 | Excel 3 | 9:00 am - 4:00 pm | CC D1160 |

To enroll online or view course description, please access (intranet): <https://hrcourses.uhnj.org/>

If you are outside UH network (e.g. from home), please use <https://citrix.uhnj.org/>

Questions? Send L&OD an email: HRLearning@uhnj.org