

Department of Learning and Organizational Development (L&OD)

September Course Schedule 2026
UH Elevate Series: Learn. Lead. Succeed

Course Title	Date	Time	Location
<u>Supporting Different Learning Styles in the Workplace</u> This interactive course equips leaders and employees with practical strategies to support diverse learning needs in the workplace. Participants will explore how individuals learn and retain information differently and identify techniques to adapt communication, training, coaching, and feedback to promote understanding and performance.	9/3	1:00pm - 2:00 pm	B419
<u>Excel 3</u> This advanced-level course is designed for employees who are comfortable with Excel basics and want to strengthen their skills for managing and analyzing data. Participants will explore advanced formulas and functions, PivotTables and Pivot Charts, data validation, conditional formatting, and tools for organizing and summarizing large amounts of information.	9/4	9:00 am- 4:00 pm	CC D1180
<u>Stress Management</u> This seminar will provide an overview of what stress is, what life stressors are, skills of self-evaluation, and methods for managing stress. Participants will be taught a method of accurately assessing their major and minor day-to-day stress and will learn to induce their own relaxation.	9/10	11:00 am – 12:00 pm	B419
<u>Career Edge: Leveraging SWOT for Growth</u> This course guides participants in using SWOT analysis to assess their Strengths, Weaknesses, Opportunities, and Threats, helping them make strategic career decisions. Learn to leverage your strengths, address challenges, and create a clear path to professional growth.	9/11	2:30pm- 3:30pm	B419
<u>Lunch and Learn “Retirement”</u> Join us for an informative session on the Public Employees' Retirement System (PERS) and Alternate Benefit Program (ABP). Learn key differences, contribution structures, and the retirement process, including timelines and required steps. Bring your lunch and questions for this engaging discussion!	9/15	12:00pm – 1:00pm	419
<u>Feedback: Speaking with Clarity & Professionalism</u> Learn how to create a safe, supportive environment where feedback flows naturally and fearlessly. This course provides practical strategies for giving and receiving feedback in ways that build trust, engagement, and continuous improvement. Participants will practice real-world techniques to turn feedback into a positive, everyday habit.	9/15	10:30 am – 12:00 pm	B419
<u>Suicide Prevention and You – EAP Seminar</u> This important session will help participants recognize the warning signs of suicide, understand common risk factors, and learn how to respond when someone may be in crisis. Participants will gain practical tools for offering support, connecting individuals to appropriate resources, and understanding the role we can all play in suicide prevention.	9/16	12:00 pm – 1:00 pm	B419
<u>Effective Communication in the Workplace</u> Communication in the Workplace is a dynamic one-hour and 30 minutes professional development session designed for healthcare professionals at University Hospital. This focused training introduces Nonviolent Communication (NVC) principles to enhance team collaboration and workplace relationships. Participants will learn practical communication techniques to express themselves clearly, listen empathetically, and navigate challenging workplace interactions with confidence.	9/17	10:00 am – 11:30 pm	B419
<u>Guide to Managing at UH (Mandatory for New Managers)</u> University Hospital’s New Manager Training is a dynamic, one-day immersive experience designed to equip newly appointed leaders with the mindset, tools, and strategic insight needed to succeed at UH. This comprehensive program is intentionally structured in two powerful parts: Part I – Leading Self and Others, and Part II – Understanding the Business of UH.	9/24	9:00am – 4:00 pm	B419
<u>The Service Difference: Small Actions, Big Impact</u> Great customer service isn't about grand gestures—it's about consistently delivering positive experiences through everyday interactions. In this session, participants will learn practical customer service skills that improve	9/30	12:00pm – 1:00 pm	B419

communication, build trust, and create lasting impressions. Through discussion and real-world examples, participants will discover how small actions can make a big impact.			
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To enroll online or view course description, please access (intranet): <https://hrcourses.uhnj.org/>
If you are registering from home, please use <https://citrix.uhnj.org/>
Questions? Send Learning & Organizational Development an email: HRLearning@uhnj.org