



Schedule of Training Opportunities October 2017

When	Course	Title	Where
Oct 23 2PM - 4PM	AP16ED	Effective Documentation	UNT
Oct 23 2PM - 4PM	AP16CA	Challenging Attitudes	UNT
Oct 24 1PM - 3PM	AP16EP	Benefits of the EAP	UNT
Oct 25 10AM - Noon	AP16ML	Managing Leave and Attendance	UNTHSC
Oct 25 3PM - 5PM	AP16BS	Being a Supervisor: Is it for Me?	UNTHSC
Oct 26 10AM - Noon	AP17OY	Owning Your Own Engagement	UNT
Oct 31 2PM - 4PM	AP16DT	De-escalation Techniques	UNT
Nov 1 1PM - 3PM	AP16FE	Facilitating Effective Performance Evaluations	UNT
Nov 2 1:30PM - 3:30PM	AP16BS	Being a Supervisor: Is it for Me?	UNT Dallas
Nov 2 2PM - 4PM	AP17IW	Creating an Inclusive Work Environment	UNT
Nov 3 10AM - Noon	AP16RW	Creating a Respectful Work Environment	UNTHSC
Nov 6 1PM - 3PM	AP16FS	Foundations of Supervision	UNT
Nov 7 9AM - 10AM	UP16FS	Flexible Schedule Training	UNT
Nov 7 2PM - 4PM	AP16EL	Employee Lifecycle	UNTHSC
Nov 8 1PM - 3PM	AP16NL	Navigating ADA FMLA Workers' Compensation	UNT
Nov 10 10AM - Noon	AP16ED	Effective Documentation	UNT Dallas



For more information and course descriptions go to the [Training Opportunities Calendar](https://untranet.unt.edu/untsystem/UNT%20System%20HR/talent_management/SitePages/Home.aspx)
 (https://untranet.unt.edu/untsystem/UNT%20System%20HR/talent_management/SitePages/Home.aspx)
 Questions? Email us at TalentManagement@untsystem.edu or call 855.878.7650 or 817.735.7650

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When	Course	Title	Where
Nov 10 10AM - Noon	AP16S4	Working with Difficult Customers	UNTHSC
Nov 14 2PM - 4PM	AP16PR	Developing Positive Relationships	UNT
Nov 15 10AM - Noon	AP16S3	Delivering Solutions	UNT
Nov 16 8:30AM - 10:30AM	UO17AU	Asset User Training	UNT
Nov 16 1PM - 3PM	AP16BI	Behavioral Interviewing	UNT
Nov 17 10AM - Noon	AP16RW	Creating a Respectful Work Environment	UNT Dallas
Nov 17 1:30PM - 3:30PM	AP16EL	Employee Lifecycle	UNT Dallas
Nov 20 1PM - 3PM	AP16CC	Communicating with Confidence	UNT
Nov 21 10AM - Noon	AP16PA	Positive Approaches to Resolving Performance and Conduct Problems	UNT
Nov 28 10AM - Noon	AP16ME	How to Manage Your Emotions	UNT
Nov 29 1PM - 3PM	AP16ML	Managing Leave and Attendance	UNT
Nov 30 10AM - Noon	AP16MG	Multi-Generational Workplace	UNTHSC
Dec 1 1PM - 3PM	AP16PM	Performance Management	UNT
Dec 4 1PM - 3PM	AP16MG	Multi-Generational Workplace	UNT
Dec 5 2PM - 4PM	AP16SC	Supervisor Communication Skills	UNT
Dec 6 10 AM - Noon	AP16S4	Working with Difficult Customers	UNT
Dec 6 10 AM - Noon	AP16HR	Hiring Responsibilities	UNTHSC
Dec 6 1PM - 3PM	AP16PD	Progressive Discipline	UNT
Dec 8 10AM - Noon	AP16ML	Managing Leave and Attendance	UNT Dallas
Dec 8 1:30PM - 3:30PM	AP16PA	Positive Approaches to Resolving Performance and Conduct Problems	UNT Dallas
Dec 11 1PM - 3PM	AP16HC	How to Handle Change	UNT
Dec 14 8:30AM - 10:30AM	UO17AU	Asset User Training	UNT

When	Course	Title	Where
Dec 14 2PM - 4PM	AP16RC	Resolving Conflict	UNTHSC
Dec 15 10AM - Noon	AP16ED	Effective Documentation	UNT
Dec 15 10AM - Noon	AP16PD	Progressive Discipline	UNTHSC
Dec 18 1PM - 3PM	AP16RC	Resolving Conflict	UNT
Dec 19 1:30PM - 3:30PM	AP16PD	Progressive Discipline	UNT Dallas
Dec 21 1:30PM - 4:30PM	AP16VB	Values-Based Hiring	UNTHSC

EAP Webinars

Nov 15 2PM - 3PM	AV17HS	Managing Holiday Stress	Webinar
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