

Summer 2019 Training and Development Calendar

May 2019			
Date & Time	Topic	Room	Course Code
Tuesday, May 7, 9:30-11:00 AM	Assertive Communication	B2132	CH1916, Session 1
Wednesday, May 8, 1:00-2:30 PM	Coaching (for leaders)	B2132	CH1917, Session 1
Friday, May 10, 9-10:15 AM	Personal Development Planning	B2230	CH1912, Session 1
Monday, May 13, 1:30-2:30 PM	Professional Workplace Etiquette	B2132	CH1919, Session 1
Wed., May 15, 10:00-11:15 AM	Strategic Customer Focus	B2230	CH1913, Session 1
Thursday, May 16, 9:30-10:30 AM	Setting SMART Goals	B2132	CH1926, Session 1
Monday, May 20, 10:00-11:00 AM	Time Management	B2230	CH1918, Session 1
Thursday, May 23, 1:30-2:45 PM	UHCL Discipline Process (for leaders)	B2230	CH1920, Session 1
Friday, May 24, 9:00-10:30 AM	Cultural Sensitivity	B2230	CH1914, Session 1
Wednesday, May 29, 1:00-2:15 PM	Implicit Bias	B2230	CH1921, Session 1
Friday, May 31, 9-10:30 AM	Assertive Communication	B2132	CH1916, Session 2

June 2019			
Date & Time	Topic	Room	Course Code
Tuesday, June 4, 9:00-10:30 AM	Succession Planning (for leaders)	B2132	CH1915, Session 1
Wednesday, June 5, 2:00-3:15 PM	Setting SMART Goals	B2132	CH1926, Session 2
Thursday, June 6, 10:00-11:15 AM	Strategic Customer Focus	B2132	CH1913, Session 2
Tuesday, June 11, 1:30-3:00 PM	Cultural Sensitivity	B2132	CH1914, Session 2
Wednesday, June 12, 1:30-3:00 PM	Coaching (for leaders)	B2132	CH1917, Session 2
Thursday, June 13, 11 AM-12 PM	Professional Workplace Etiquette	B2132	CH1919, Session 2
Monday, June 17, 11 AM-12:15 PM	UHCL Discipline Process (for leaders)	B2132	CH1920, Session 2
Wednesday, June 19, 10-11:15 AM	Listening Skills	B2132	CH1924, Session 1
Friday, June 21, 9:00-10:15 AM	Time Management	B2132	CH1918, Session 2
Monday, June 24, 1:30-2:45 PM	Effective Feedback	B2132	CH1925, Session 1
Tuesday, June 25, 9:00-10:30 AM	Behavioral Interviewing	B2132	CH1922, Session 1
Wed., June 26, 10:00-11:15 AM	Setting Expectations (for leaders)	B2132	CH1923, Session 1

July 2019			
Date & Time	Topic	Room	Course Code
Tuesday, July 2, 9:00-10:15 AM	Strategic Customer Focus	B2132	CH1913, Session 3
Friday, July 5, 9-10:15 AM	Personal Development Planning	B2132	CH1912, Session 2
Monday, July 8, 1:30-2:45 PM	Listening Skills	B2132	CH1924, Session 2
Tuesday, July 9, 1:30-3:00 PM	Assertive Communication	B2132	CH1916, Session 3
Wednesday, July 10, 10-11:30 AM	Behavioral Interviewing	B2132	CH1922, Session 2
Monday, July 15, 2:00-3:15 PM	Effective Feedback	B2132	CH1925, Session 2
Tuesday, July 23, 2:00-3:15 PM	Setting Expectations	B2132	CH1923, Session 2
Wednesday, July 24, 1:30-3:00 PM	Succession Planning (for leaders)	B2132	CH1915, Session 2
Thursday, July 25, 10-11:15 AM	Professional Etiquette	B2132	CH1919, Session 3

Enrolling in a Course

- Access the eServices Pass system with your credentials.
- Select the tile labeled "Training."
- On the left side, select "Request Training Enrollment."
- You can search either by the Course Name or the Course Number, both of which are included on the above schedules. The Course Numbers begin "CH19." Ex: CH1901.
- You can then search for the appropriate times and follow the prompts to enroll.
- Detailed instructions can be found at <http://www.uh.edu/human-resources/for-employees/pass/training/training-enrollment.php>