

The ACADEMY SUMMER 2018

** Courses in Green are Tier 1. Please complete Tier 1 before participating in Tier 2 modules.

** Courses in Blue are Tier 2

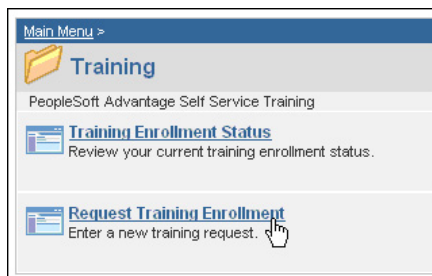
Classes will always be held in the Bayou Building, room 2132 – HR/UCT Training Room.

JUNE 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
11	12 9-11:30 AM Welcome to the Academy CH1818.005	13 1:15-4:15 Leading Effective Teams CH1832.001	14 1:15-3:45 PM Welcome to the Academy CH1818.006	15
18	19	20 9 AM-12 PM Employment Law CH1819.004	21	22
25 1:30-3:30 PM Development CH1833.001	26	27 9 AM-12 PM Employment Law CH1819.003	28	29

JULY 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
9	10	11	12 1:15-4:15 PM Setting Expectations & PA CH1820.003	13
16	17	18 9-11:00 AM Development CH1833.002	19	20
23	24	25 9 AM-12 PM Discipline CH1821.003	26	27
230	31 9 AM-12 PM Setting Expectations & PA CH1820.004			
AUGUST 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 1:15-4:15 PM Leading Effective Teams CH1832.002	3
6	7	8 1:15-4:15 PM Discipline CH1821.004	9	10

Enrolling in a Course

Access the eServices Pass system and scroll to the bottom left where it says “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 “CH18.” Ex: CH1819.
 - 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>
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