

ENROLLMENT INFORMATION

NAME: _____

DEPT: _____ EXTENSION: _____

Enroll in any of the Learning and Development sessions by checking the courses you wish to attend, completing this form and returning it to Human Resources or by contacting Laura Schwarz at 271-3133 at least five business days before the scheduled session. (Seating is limited)

I. CORE PROGRAMS

SELECTING, TRAINING AND SUPERVISING STUDENT WORKERS (2 Hours)

- | | |
|--|---|
| <input type="checkbox"/> Date: September 25, 2008
Time: 9 a.m. – 11 a.m.
Location: Olmsted 312-313 | <input type="checkbox"/> Date: February 12, 2009
Time: 9 a.m. – 11 a.m.
Location: Olmsted 312-313 |
|--|---|

NEW MANAGER ESSENTIALS (2 Hours)

- | | |
|--|--|
| <input type="checkbox"/> Date: September 30, 2008
Time: 9 a.m. – 11 a.m.
Location: Olmsted 310-311 | <input type="checkbox"/> Date: March 10, 2009
Time: 9 a.m. – 11 a.m.
Location: Olmsted 310-311 |
|--|--|

I'M NOT PLAYING WITH YOU: SUCCESSFULLY RESOLVING CONFLICT (3 Hours)

- | | |
|---|---|
| <input type="checkbox"/> Date: October 7, 2008
Time: 8 a.m. – 11 a.m.
Location: Levitt Hall | <input type="checkbox"/> Date: January 20, 2009
Time: 1 p.m. – 4 p.m.
Location: Olmsted 310-311 |
|---|---|

STUDENT RECORD PRIVACY: POLICY OBLIGATIONS AND LIMITATIONS (2 Hours)

- | | |
|---|--|
| <input type="checkbox"/> Date: October 14, 2008
Time: 2 p.m. – 4 p.m.
Location: The Drake Room*
(*Limit 25 participants) | <input type="checkbox"/> Date: January 22, 2009
Time: 9 a.m. – 11 a.m.
Location: Olmsted 312-313 |
|---|--|

INTERVIEWING FOR RESULTS (3 hours)

- | | |
|--|--|
| <input type="checkbox"/> Date: October 30, 2008
Time: 8 a.m. – 11 a.m.
Location: Olmsted 310-311 | <input type="checkbox"/> Date: February 11, 2009
Time: 1 p.m. – 4 p.m.
Location: Olmsted 312-313 |
|--|--|

INNOVATION & CREATIVITY: MOVING YOURSELF AND OTHERS AHEAD (4 Hours)

- | | |
|---|---|
| <input type="checkbox"/> Date: November 6, 2008
Time: 8 a.m. – Noon
Location: Olmsted 310-311 | <input type="checkbox"/> Date: April 7, 2009
Time: Noon – 4 p.m.
Location: Olmsted, 312-313 |
|---|---|

CHARACTER IN THE WORKPLACE: RESPECT, FAIRNESS AND CARING (3 Hours)

- | | |
|--|--|
| <input type="checkbox"/> Date: November 11, 2008
Time: 1 p.m. – 4 p.m.
Location: Olmsted 310-311 | <input type="checkbox"/> Date: February 18, 2009
Time: 1 p.m. – 4 p.m.
Location: Olmsted 312-313 |
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II. "KNOW DRAKE" SERIES (1 hour each)

- | | |
|--|--|
| <input type="checkbox"/> Financial Aid
Date: October 1, 2008
Time: 9 a.m. – 10 a.m.
Location: Olmsted 310-311 | <input type="checkbox"/> Admission
Date: October 8, 2008
Time: 9 a.m. – 10 a.m.
Location: Olmsted 310-311 |
| <input type="checkbox"/> Student Orientation: Part One
Date: March 11, 2009
Time: 9 a.m. – 10 a.m.
Location: Olmsted 312-313 | <input type="checkbox"/> Student Orientation: Part Two
Date: March 12, 2009
Time: 9:00 a.m. – 10:00 a.m.
Location: Olmsted 312-313 |

III. READING GROUPS (6 Hours Each)

- THE SERVANT LEADER***, Jim Autry (for those who manage others)
Facilitator: Venessa Macro
October 1 – December 12 (dates, times and location TBD)
- STUDENT SUCCESS IN COLLEGE: CREATING CONDITIONS THAT MATTER***, George D Kuh, Jillian Kinzie, John H. Schuh, Elizabeth J. Whitt, and Associates.
Facilitator: Rachel Boon
TBD February 1 – April 30 (dates, times and location TBD)

IV. WORK LIFE BALANCE SERIES

SMOKING CESSATION RESOURCES (1 Hour)

- Date: September 4, 2008
Time: 11:30 a.m. – 12:30 p.m.
Location: Olmsted 310-311

FIVE HABITS OF THE SUCCESSFUL INVESTOR (1 Hour)

- Date: September 10, 2008
Time: 3:15 p.m. – 4:15 p.m.
Location: Levitt Hall

HOLIDAY COOKING TIPS: TASTING AND RECIPES INCLUDED! (1 Hour)

- Date: December 3, 2008
Time: 9 a.m. – 10 a.m.
Location: Olmsted 312-313

MID-CAREER RETIREMENT PLANNING (1 Hour)

- Date: March 5, 2009
Time: 9 a.m. – 10 a.m.
Location: Olmsted 310-311

NAVIGATING CHANGE: STAYING AFLOAT IN ROUGH WATERS (2 Hours)

- Date: April 15, 2009
Time: 9 a.m. – 11 a.m.
Location: Olmsted 310-311

THE "WHAT DO YOU KNOW ABOUT SAFETY?" GAME SHOW (1 Hour)

- Date: May 6, 2009
Time: 9 a.m. – 10 a.m.
Location: Olmsted 310-311