



Human Resources
Learning and
Development Programs
January-June 2012

Register Now!

Human Resources Learning and Development Programs January – June 2012

Course	Description	Who Should Attend	Date and Time	Location	Registration and Information
Foundations of Leadership	<p>Managers will discuss challenges and best practices, and practice skills relevant to their managerial role. Through small group discussions, activities and role play, participants will benefit from sharing experiences with other managers. Tufts Leadership Competencies are a focal point of the program. Participants will also utilize the Leader Behavior Analysis II and the Thomas-Kilmann Conflict Mode Instrument to gain an understanding of their leadership style, flexibility and preferred methods of resolving conflict.</p> <p><i>Participation requires full attendance for all six days.</i></p>	Managers and Supervisors	<p><i>Spring Session:</i></p> <p>Wednesdays: 9:00am-4:15pm</p> <p>March 14 March 28 April 11 April 25 May 9 May 23</p>	<p>Medford 200 Boston Ave. HR Center for Learning and Development</p>	<p>To download an application from HR/Organizational Development and Training click here</p> <p>For more information contact: kate.messier@tufts.edu</p>
Academic Leadership Development	<p>The program consists of five half day sessions, which focus on the roles and responsibilities of an academic leader, including academic leader as an agent of the university, as a change agent, and as a manager. It will also provide a forum to enhance communication and conflict resolution skills. In addition, participants will learn about the resources, tools and networks available to assist them in their work as managers.</p>	Academic Managers who oversee faculty and administrative staff including Chairs, Center Directors and the equivalent	<p>Thursdays 8:30am-1pm</p> <p>Feb. 2 Feb 16 Mar 1 Mar 15 Mar 29</p>	<p>Medford 200 Boston Ave. HR Center for Learning and Development</p>	<p>This session is currently full. Applications are being accepted for the Fall program.</p> <p>To receive an application contact the Provost's Office at roberta.sullivan@tufts.edu</p> <p>This program is jointly sponsored by The Office of the Provost, The Center for the Enhancement of Learning and Teaching and HR/Organizational Development and Training.</p>

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Creating a Respectful Workplace: Meeting Halfway Course Code #: TLD001	Fostering respect in the workplace is a major task for all organizations. We are all working harder and faster than ever. How we communicate with colleagues can sometimes put a strain on work relationships. Attend this participatory workshop and learn: <ul style="list-style-type: none"> • Why <i>internal</i> customer service is vital • How to identify challenges that contribute to a breakdown of working effectively • Strategies to successfully manage challenges and promote teamwork 	Individual Contributors (non-managers)	Wednesday, Feb 8; 12pm-2pm	Medford 200 Boston Ave. HR Center for Learning and Development	To register through Self Service with Human Resources, click here Click on “Learning and Development” then “Request Training Enrollment” – select one of the four options to search for this course and choose the session you would like to attend.
			Wednesday, Feb 15; 12pm-2pm	Boston 711 Washington St., HNRCA Mezzanine Conference Room	
			Thursday, Feb 16; 12pm-2pm	Grafton Administration Bldg., Kohnstamm Conf. Room	
Money Management: What Everyone Should Know About Managing Money Course Code #: EAP014	This program will focus on basic money management; specifically: saving and investing, cash reserves, insurance programs, and investment techniques. The program addresses the following: Where does your money go? How much cash reserves should you have and where should they be? How do inflation and taxes affect your investments, and what can you do about it? What are the advantages and disadvantages of different asset classes?	All Employees	Thursday, Feb 23; 12pm-1pm	Medford 200 Boston Ave. HR Center for Learning and Development	
			Monday, Feb 27; 12pm-1pm	Boston 711 Washington St., HNRCA Mezzanine Conference Room	
			Tuesday, Feb 28; 12pm-1pm	Grafton Administration Bldg., Kohnstamm Conf. Room	

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Don't Get Burned: Extinguishing Job Burnout Before it Extinguishes You Course Code #: EAP015	Burnout is the number one complaint of workers today. Too much to do and too little time to do it in. Why are some people able to withstand the increased pressure and others are not? This program will answer this question and give participants specific strategies to prevent and/or treat symptoms of burnout.	All Employees	Wednesday, Mar. 7; 12pm-1pm	Medford 200 Boston Ave. HR Center for Learning and Development	To register through Self Service with Human Resources click here Click on "Learning and Development" then "Request Training Enrollment" – select one of the four options to search for this course and choose the session you would like to attend.
			Wednesday, Mar. 14; 12pm-1pm	Boston 711 Washington St., HNRCA Mezzanine Conference Room	
			Wednesday, Mar. 21; 12pm-1pm	Grafton Administration Bldg., Kohnstamm Conf. Room	
Time Management: The Training I Don't Have Time For Course Code #: TLD002	What words come to mind when thinking of <i>Time</i> ? Never enough! We cannot stretch the amount of time in a day, but we can learn to utilize it effectively. This seminar enables each participant to gain an understanding of his/her own time management style, and to begin to work with time as an ally, not as an enemy – reducing stress in the workplace and at home.	Individual Contributors (non- managers)	Wednesday, April 4; 12pm-2pm	Medford 200 Boston Ave. HR Center for Learning and Development	
			Thursday, April 5; 12pm-2pm	Boston 711 Washington St., HNRCA Mezzanine Conference Room	
			Monday, April 23; 12pm-2pm	Grafton Administration Bldg., Kohnstamm Conf. Room	

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Helping Children Cope in a Stressful World Course Code #: EAP016	This workshop is designed to help parents identify the sources and impacts of stress on their children. Through role-plays and discussion, participants will discover ways to help their children become resilient and develop effective coping strategies.	All employees	Thursday, April 5; 12pm-1pm	Grafton Administration Bldg., Kohnstamm Conf. Room	To register through Self Service with Human Resources, click here Click on “Learning and Development” then “Request Training Enrollment” – select one of the four options to search for this course and choose the session you would like to attend.
			Friday, April 13; 12pm-1pm	Medford 200 Boston Ave. HR Center for Learning and Development	
			Friday, April 27; 12pm-1pm	Boston 711 Washington St., HNRCA Mezzanine Conference Room	

For assistance with online enrollment please refer to the tipsheet located [here](#).

For information contact: Lauren.Hubbard@tufts.edu or 7-3122

Additionally, for all training opportunities offered by Tufts for employees please visit the [Tufts Employee Learning and Development \(TELD\)](#) website. This site features training offered by:

Human Resources	Environmental Health and Safety
Finance	Office of the Vice Provost
University Information Technology	Office of Equal Opportunity

