

Lean into Learning!

Fall 2024 Class Schedule

	Session	Date/Time	Location	Description
S e p t e m b e r	Interpersonal Communication	9/5 10 am - 12 pm	In-person	Explore the behaviors of an effective manager. discuss key skills that can enhance your overall effectiveness as a manager. We will discuss ways you can increase your own interpersonal effectiveness.
	Effective Delegation	9/19 10 am - 12 pm	In-person	Explore the role of effective delegation as a fundamental skill for success as a leader. Discuss when delegation is appropriate and the how of effective delegation.
	Mastering the Art of Time Management	9/26 10 am - 12 pm	In-person	Identify barriers to successful time management and ways to conquer the chaos. Practice effective goal-setting. Identify your energy cycle and learn to organize your day based on your energy highs and lows. Develop a personal action plan you can put into practice back on the job.

O c t o b e r

Session	Date/Time	Location	Description
Performance Feedback	10/8 10 am - 12 pm	In-person	Participants will learn how to prepare to give feedback, select the best time and identify best practices for giving positive and corrective feedback. Discussions will include how to deal with negative reactions to feedback, guidelines for giving feedback at all levels of the organization and how to handle nervousness.
Interviewing Best Practices for Hiring Managers	10/9 12 - 1:30 pm	Virtual	This course focuses on best practices for interviewing, tailored for hiring managers and supervisors. It covers acceptable and unacceptable interview questions, interview guidelines, and appropriate candidate interactions. Key topics include conducting professional interviews, honest communication, and making hiring decisions based on candidates' true capabilities.
Bridging Generational Gaps in Recruitment	10/10 12 - 1:30 pm	Virtual	This workshop is designed to equip you with the knowledge and skills to tailor your recruitment strategies, ensuring you attract and retain top talent from all age groups.
Productive Conflict	10/24 10 am - 12 pm	In-person	Participants discuss the positive and negative aspects of conflict, share how different people respond to conflict and gain tools and techniques for resolving conflict.

N o v e m b e r	Session	Date/Time	Location	Description
	Cultural Proficiency	11/7 10 am - 12 pm	In person	Participants will identify dimensions of diversity and reflect on their own values. A case study will be used to analyze an intercultural encounter in the workplace.
	Introduction to Coaching Skills for Supervisors	11/14 9 am - 12pm	In person	Participants will learn about the coaching process and elements of the coaching mindset; gain an understanding of the structure and guidelines used in coaching and how supervisors can utilize coaching skills with an employee.
	Successful Teams	11/19 10 am - 12 pm	In Person	Participants will identify the benefits of teamwork, and discuss the normal team development process. We will discuss ways that the manager can help with team development.

In Person sessions will be held in HR Conference, 620 W. Lexington St.



Register for any classes listed above



More Information:
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Employee Learning and Development (ELD) provides high quality programming for UMB employees. We serve as a strategic partner to leverage growth opportunities for employees to achieve their full potential.

