

Lean into Learning!

Spring 2025 Class Schedule

| | Session | Date/Time/ Location | Description |
|------------------------|---|---------------------------------------|---|
| February & March | Resume Writing Tips | 2/11 11 am - 12:15 pm In-person | This session provides practical, ready-to-use resume writing tips to improve your resume writing skills, whether a seasoned professional or just starting out in the field. This includes choosing the right format, tailoring information to match job requirements, and how to showcase talents and best qualities. |
| | Professionalism in Action: Workplace Etiquette Essentials | 3/12 10 - 11:30 am In-Person | In this interactive workshop, participants will explore the principles of professional conduct and decorum, tailored for both virtual and office environments. Enhance your communication skills and learn practical tips to maintain professionalism in every interaction. |
| | Interpersonal Communication for Supervisors | 3/18 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. |

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| Effective Delegation for Supervisors | 4/2 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. |
| Critical Thinking & Decision Making | 4/8 10 am - 11:30 am Virtual | This course is designed to enhance your critical thinking and decision-making abilities, essential skills in today's dynamic and complex world. Participants will gain a deeper understanding of how to analyze, evaluate, and synthesize information to make well-informed decisions. |
| Facilitator Fundamentals for Engaging Sessions | 4/2 9am - 12 pm or 1:00 - 4:00 pm 4/22 9 am - 12 pm or 1:00 - 4:00 pm In- person | This 3 hr course provides participants with the skills to create an environment where group members can openly share ideas, collaborate, and achieve common goals. Key topics include managing time, encouraging active participation, and maintaining engagement throughout group interactions. Learn strategies for overseeing small and large group dynamics, adapting to the needs of in-person and online audiences, and effectively managing challenging behaviors. Attendees will build the confidence and skills needed to facilitate sessions that foster positive, results-driven group experiences. |
| Performance Feedback for Supervisors | 4/15 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. |
| Productive Conflict for Supervisors | 4/30 10 am - 12 pm Virtual | Participants discuss the positive and negative aspects of conflict, share how different people respond to conflict and gain tools and techniques for resolving conflict. |

May

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| Listening: The Key To Effective Communication | 5/8 10 - 11:30 am Virtual | This course is designed to enhance your listening skills, enabling you to become a more effective communicator in both personal and professional settings. Through practical exercises, self-assessments, and insightful discussions, participants will learn the key characteristics of good listening and develop strategies to overcome common barriers. |
| Cultural Proficiency for Supervisors | 5/14 1 pm - 3 pm Virtual | 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. |
| Successful Teams for Supervisors | 5/21 10 am - 12 pm In-Person | 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. |
| Improving Personal Productivity | 5/29 10 - 11:30 am In-person | Unlock your full potential and achieve your goals. This dynamic and practical course is designed to provide you with essential tools and strategies to enhance your productivity, manage your time effectively, and streamline your daily activities. |

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

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.



Register for any classes listed above



More Information:
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