



**MANAGEMENT DEVELOPMENT**

Please see registration site for course fees.

<b>Getting Started as a New Leader</b>	
April 10.....	1:00 - 4:30
<b>Managing High Work Demands and Pressure</b>	
May 2.....	1:00 - 4:30
<b>Essentials of Leadership</b>	
May 11.....	8:30 - 12:00
<b>Conducting Performance Appraisals - Webinar</b>	
May 18.....	12:00 - 1:00

<b>Setting Performance Expectations</b>	
May 22.....	8:30 - 12:00
<b>Managing Projects - Webinar</b>	
June 12.....	12:00 - 1:00
<b>Presentation Delivery Skills</b>	
June 19.....	8:00 - 12:00
<b>Managing to Improve Performance</b>	
June 28.....	8:00 - 12:00

**PROFESSIONAL DEVELOPMENT**

Please see registration site for course fees.

<b><i>NEW!</i> Influencing Others</b>	
April 19.....	8:30 - 12:00
<b>Managing High Work Demands and Pressure</b>	
May 2.....	1:00 - 4:30
<b>High Impact Feedback and Listening</b>	
May 15.....	1:00 - 4:30

<b>Time Management</b>	
June 5.....	1:00 - 4:30
<b>Managing Projects - Webinar</b>	
June 12.....	12:00 - 1:00
<b>Presentation Delivery Skills</b>	
June 19.....	8:00 - 12:00

**WORKPLACE SKILLS**

Please see registration site for course fees.

<b>Writing Clearly and Concisely</b>	
April 17.....	9:00 - 1:00
<b>Writing with Style</b>	
May 3.....	9:00 - 1:00

<b>Perfecting your Punctuation</b>	
May 31.....	9:00 - 1:00
<b>Writing Effective Meeting Minutes</b>	
June 4.....	9:00 - 1:00

**INFORMATION TECHNOLOGY**

Please see registration site for course fees.

<b>Access Level 1: Introduction</b>	
April 19.....	9:00 - 4:30
<b>Excel Level 1: Introduction</b>	
April 24.....	9:00 - 4:30
<b><i>NEW!</i> Outlook Level 1: Introduction</b>	
April 26.....	9:00 - 4:30
<b>Photoshop Level 1: Introduction 1.5 days</b>	
May 3.....	9:00 - 4:30
<b>Project Level 1: Introduction</b>	
May 10.....	9:00 - 4:30
<b><i>NEW!</i> Outlook Level 1: Introduction</b>	
May 15.....	9:00 - 4:30

<b>InDesign Level 1: Introduction</b>	
May 17.....	9:00 - 4:30
<b>Excel Level 2: Intermediate</b>	
June 5.....	9:00 - 4:30
<b><i>NEW!</i> Excel Level 4: Macros</b>	
June 6.....	9:00 - 4:30
<b>Dreamweaver Level 1: Introduction 1.5 days</b>	
June 7.....	9:00 - 4:30
<b>Access Level 2: Intermediate</b>	
June 12.....	9:00 - 4:30
<b><i>NEW!</i> Outlook Level 1: Introduction</b>	
June 19.....	9:00 - 4:30
<b><i>NEW!</i> Illustrator Level 1: Introduction 1.5 days</b>	
June 21.....	9:00 - 4:30



**PERSONAL DEVELOPMENT**

**ERIP Enrollment Information Session**

April 30.....12:00 – 1:30  
May 21.....12:00 – 1:30  
June 25.....12:00 – 1:30

**You Rule: Take Control of your Spending**

April 26.....12:00 – 1:30

**Safe and Sound: How to Stay Financially Stable in an Unstable Economy**

May 14.....12:00 – 1:30

**Personal Productivity**

May 16.....1:30 - 3:00

**Ready to Refi? Exploring the Option of Refinancing your Mortgage**

June 12.....12:00 - 1:30

**UNIVERSITY ADMINISTRATION**

**Buysite Fundamentals**

April 13.....9:00 - 12:00  
May 16.....1:00 - 4:00  
June 4.....9:00 - 12:00

**eLedgers: Introduction**

April 11.....2:00 - 3:00  
April 25.....11:00 - 12:00  
May 9.....2:00 - 3:00  
May 23.....11:00 - 12:00  
June 13.....2:00 - 3:00  
June 20.....11:00 - 12:00

**Financial Accounting System (FAS) Overview**

May 31.....9:00 - 12:30

**GEMS New User**

April 5, 11, 20, 30 .....9:00 - 12:00  
May 11, 18.....9:00 - 12:00  
June 11.....9:00 - 12:00  
June 20.....1:00 - 4:00

**UChicago Directory**

April 4.....1:00 - 3:00  
May 7.....1:00 - 3:00  
June 15.....1:00 - 3:00

**UChicago Sites**

April 4, 27.....9:00 - 12:00  
May 7, 31.....9:00 - 12:00  
June 15.....9:00 - 12:00  
March 15.....9:00 - 12:00

**UChicago Time for Approvers**

April 6.....1:00 – 4:00  
April 16.....9:00 – 12:00  
May 9, 24.....9:00 - 12:00  
June 11.....1:00 - 4:00

**UChicago Time for Approvers - Student/Temp**

April 10, 30 .....1:00 – 4:00  
May 24.....1:00 - 4:00  
June 13.....9:00 - 12:00  
March 23.....1:00 - 4:00

**Purchasing and Payment Principles**

April 24.....9:00 - 11:00

**GRAHAM SCHOOL OF GENERAL STUDIES**

*Please visit:*

*[Grahamschool.uchicago.edu](http://Grahamschool.uchicago.edu) for more information*

**CLINICAL TRIALS MANAGEMENT AND REGULATORY COMPLIANCE**

CTFOCM 12S1 Fundamentals of Clinical Monitoring (May 2-4, 2012)

CTPMLH 12S1 Project Management and Leadership in the Healthcare Industry (June 6-8, 2012)

**EDITING**

ETBAME 12S1 Basic Manuscript Editing (April 2-25, 2012)

ETIBME 12S1 Basic Manuscript Editing (June 7-9, 2012)

ETACQU 12S1 Introduction to Acquisition Editing (April 6-7, 2012)

**MEDICAL WRITING AND EDITING**

MEILMA 12S1 The Structure of Medical Articles (April 12-14, 2012)

MEDETG 12S1 Designing and Editing Tables and Graphs (June 21-23, 2012)

**PROJECT MANAGEMENT**

PMIDSO 12S1 Process Analysis and Design for Service Organizations (April 12-13, 2012)

PMHPEC 12S1 Project Management: From Idea to Completion (June 14-15, 2012)



## ENVIRONMENTAL HEALTH & SAFETY

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<b>Asbestos Awareness</b>		<b>Ladder Safety</b>	
June 7 .....	1:00 – 3:00	May 11.....	1:30 – 2:30
<b>Back Safety</b>		<b>Lockout/Tagout</b>	
June 11.....	9:00 - 10:00	May 18.....	1:00 - 2:00
<b>Biological Safety Cabinets</b>		<b>Personal Protective Equipment</b>	
May 3.....	9:00 – 10:00	June 15. ....	9:00 – 10:00
<b>Bloodborne Pathogens</b>		<b>Respirators - Half/Full Mask Facepiece</b>	
April 19.....	1:30 - 2:30	April 27.....	9:00 - 11:00
June 21.....	1:00 - 2:00	May 14.....	9:00 - 11:00
<b>Chemical Hygiene Plan</b>		June 28.....	1:00 - 3:00
May 8.....	9:00 – 11:00	<b>Safety Orientation for Project Managers, Facility Managers, &amp; Supervisors</b>	
<b>Confined Spaces</b>		May 25.....	9:00 - 11:00
June 25.....	9:00 – 10:00	<b>Shipping Hazardous Materials - General Awareness</b>	
<b>Fire Safety &amp; Evacuation</b>		April 9.....	9:00 - 11:00
April 26.....	2:30 - 3:00	<b>Shipping Infectious Substances</b>	
June 14.....	2:30 - 3:00	June 29.....	1:00 – 3:00
<b>Hazard Communication</b>		<b>Spill Prevention, Control and Countermeasures (SPCC)</b>	
April 13.....	9:00 - 10:30	May 31.....	2:00 – 2:30
<b>Hearing Conservation</b>			
April 24.....	2:00 - 3:00		