Achieve Results

Productivity

Make the Most of Your Time
Thursday, August 17th, 9:00am - 11:30am

Practical Project Management
Wednesday, June 7th, 8:30am - 12:30pm
Wednesday, September 13th, 8:30am - 12:30pm

Productive Work Habits
Tuesday, June 20th, 9:00am - 12:00pm
Tuesday, August 22nd, 9:00am - 12:00pm

Build Relationships

Communication

Creating an Exceptional Customer Service Experience
Thursday, October 19th, 9:00am - 11:30am

Developing Positive Relationships at Work
Friday, July 21st, 9:00am - 12:00pm
Thursday, September 7th, 1:00pm - 4:00pm

DISC – Understanding Your Personality Style
Wednesday, September 20th, 9:00am - 12:00pm

Effective Listening Skills
Tuesday, June 6th, 1:00pm - 3:30pm
Wednesday, August 16th, 1:00pm - 3:30pm

Navigating Difficult Conversations
Tuesday, June 13th, 8:30am - 12:30pm

Emotional Intelligence
Tuesday, July 11th, 1:00pm - 4:00pm
Tuesday, September 26th, 9:00am - 12:00pm

Leadership/Management

Leadership/Management

Accountability Through Performance Management
Thursday, July 20th, 9:00am - 11:00am
Tuesday, September 19th, 9:00am - 11:00am

Achieving More By Setting Goals
Tuesday, July 25th, 9:00am - 11:00am

Delegating Success
Thursday, September 21st, 9:00am - 11:00am

Developing Others Through Coaching
Thursday, September 28th, 9:00am - 11:00am

Giving Feedback That’s Heard
Friday, September 8th, 9:00am - 11:00am

Managing Highly Effective Teams
Thursday, September 14th, 9:00am - 12:00pm

New Supervisor: Going from Peer to Boss
Friday, June 23rd, 8:30am - 11:30am
Thursday, September 7th, 8:30am - 11:30am

Class schedule is subject to change. To register, and to see the current class schedule and course descriptions, go to www.uab.edu/learndev
Software Skills

Access

Microsoft Access 2013 Level I: Foundations for Creating a Database
Tuesday, July 25th, 9:00am - 12:30pm

Microsoft Access 2013 Level II: Storing and Managing Data in a Database
Thursday, August 10th, 9:00am - 12:30pm

Microsoft Access 2013 Level III: Getting Answers from Your Data using Queries
Thursday, August 24th, 1:00pm - 4:30pm

Microsoft Access 2013 Level IV: Input and Output with Forms and Reports
Wednesday, June 14th, 9:00am - 12:30pm
Thursday, September 14th, 1:00pm - 4:30pm

Excel

Let Your Data Speak for Itself with Charts in Microsoft Excel 2013
Wednesday, August 30th, 1:00pm - 3:00pm

Dynamically Analyzing Data with Pivot Tables in Microsoft Excel 2013
Wednesday, June 28th, 1:00pm - 3:30pm
Thursday, July 27th, 9:00am - 11:30am
Wednesday, September 27th, 1:00pm - 3:30pm

Excel 2013 Advanced: Logical, Text, Lookup and Reference Functions
Thursday, June 15th, 9:00am - 12:00pm
Thursday, August 3rd, 9:00am - 12:00pm

Outlook

Gaining Control of Your E-mail with Microsoft Outlook 2013
Tuesday, August 15th, 1:00pm - 4:30pm

PowerPoint

Microsoft PowerPoint 2013 Level I: Foundations of Excellent Presentations
Tuesday, August 8th, 1:00pm - 4:30pm

Joomla

Content Creation in Joomla
Thursday, July 13th, 1:00pm - 3:00pm

Site Navigation and Administration in Joomla
Thursday, July 27th, 1:00pm - 3:00pm

Joomla Special Topics Workshop: RS Forms! Pro
Thursday, August 10th, 1:00pm - 3:00pm