

OHR & Staff Education August Trainings

Coaching and Progressive Discipline

Dates: August 1, 2013 (Wednesday)

Time: 1:00pm – 3:00pm

Location: I. Dodd Wilson Building, room, 115 A/B

This class focuses on preparing leaders for their role in the coaching and progressive discipline processes. Leaders will receive information on utilizing coaching opportunities, the role of effective communication, motivation, tips for conducting effective coaching sessions, and the steps for progressive discipline.

The Influence of Positive Impressions and Customer Service

Date: August 8, 2013 (Thursday)

Time: 9:00 am – 11:00 am

Location: Central Building, 8th floor

First encounters and ongoing interactions leave lasting impressions. How is your report card with our patients, visitors, and employees? Discuss how to maintain respectful relationships and meet customer expectations even when difficulties arise and ideas clash.

Critical Thinking

Date: August 8, 2013 (Thursday)

Time: 1:00 pm – 3:00 pm

Location: Central Building, 8th floor

Assess your own personal thinking style and the style of others. Learn how to systematically analyze a target problem in a fair-minded way through critical thinking and creative problem solving. Improve reasoning abilities, challenge assumptions, consider impact and consequences, and make better-informed decisions.

Coaching and Positive Feedback

Dates: August 9, 2013 (Friday)

Time: 9:00 am – 12:00 pm

Location: Central Building, 8th floor

Focus on developing employees by unlocking their potential and enhancing their job performance. Provide perspectives and encouragement while concurrently setting high standards and expectations. Learn key steps to create an environment that fosters critical thinking and problem solving to achieve positive outcomes.

Crucial Conversations

Date: Part I - August 13, 2013

Part II - August 20, 2013

Time: 8:30 am – 12:30 pm (both days)

Location: Central Building, 8th floor

When stakes are high, opinions vary, and emotions run strong, you can avoid crucial conversations and suffer the consequences; handle them poorly and suffer the consequences; or attend this course and discover how to communicate best when it matters most. You will learn how to step up to difficult and important conversations, say what's on your mind, and achieve positive resolutions.

HR Roundtable for Managers – Affirmative Action, Hiring Veterans & Persons with Disabilities (Available via IVN)

Date: August 14, 2013 (Wednesday)

Time: 11:30am – 12:30pm

Location: I. Dodd Wilson Building, Room 105 A/B

Each month, the UAMS Office of Human Resources conducts an informational brown bag series for managers and HR professionals titled, HR Roundtable for Managers. These sessions cover information relevant to and requested by managers and HR managers across UAMS. This session's presenter is Odette Woods, Sr. HR Director of Affirmative Action, Title IX, & Immigration.

Team Building

Date: August 15, 2013 (Thursday)

Time: 8:30 am - 12:30 pm

Location: I. Dodd Wilson Building, Room 213

This class focuses on factors that can either support or block team performance based on trust, accountability, and commitment. This interactive training session will include information and skill-building exercises on understanding team dynamics; developing effective team communication, problem-solving, and decision-making; and overcoming the five dysfunctions of a team.

Conducting Performance Evaluations that Count

Dates: August 20, 2013 (Tuesday)

Time: 9:00am – 11:00am

Location: College of Public Health Building, Room G232

Session helps managers & supervisors better understand the purpose, process, and rating system of the UAMS annual review and employee evaluation system. The information and skills gained enable leaders to better evaluate performance, give constructive feedback, develop work goals, identify training and development opportunities, discuss obstacles, and improve communication between supervisor and employee.

HR Information Systems SAP Brownbag

Dates: August 23, 2013 (Friday)

Time: 12:00pm – 1:00pm

Location: Sward Conference Room in OHR Office, 4th Floor Central Building

This monthly HRIS SAP is an open forum brownbag that is participation driven with no set agendas or presentations. Topics will include SAP HR transactions, tips & tricks, questions & answers, and issues. If you would like to attend, please contact Kim Finne, FinneKimberleeL@uams.edu

Introduction to Project Management

Date: August 27, 2013 (Tuesday)

Time: 8:30 am – 2:30 pm

Location: College of Public Health Building, Room 1230

This introductory training in project management will help you deliver smarter solutions on time and within budget. Designed to help you keep projects on track even in the toughest, most unpredictable times, this course includes information regarding creating a project plan, assessing project risk, managing multiple projects, managing enterprise-wide initiatives, scheduling, controlling, managing, and measuring project outcomes.

Leadership Boot Camp

Dates: August 28, 2013 (Wednesday)

Time: 8:00am – 12:00am

Location: Stephens Spine & Neurosciences Institute, Room 1210

This class is offered on a regular basis throughout the year. Topics include: Leadership Overview, UAMS Dynamics and Culture, UAMS Policies, Procedures, and Processes, Leadership Communication, and Leadership Development. All new supervisors, managers, directors, and other leaders are required to complete this course within the first 3 months in their role.

Online Performance Management for Managers and Substitutes

Dates: August 28, 2013 (Wednesday)

Time: 9:00am – 11:00am

Location: Education II Building, room 8-105 A/B

This is a mandatory training on the Online Performance Evaluation system for all UAMS leadership (i.e. employees who have direct reports or are in a supervisory position). This session will provide the technical skills required to set up and process employee evaluations in the online system. This training is required to receive access to the online system.