

# Create Your Own Success Story

From the Office of Human Resources

2012-13 Learning Programs:

## Create Your Own Success Story



Spring classes are still available, but are filling fast! Our [2012-2013 Learning Programs](#) are focused on providing tools and developing skills that help you create your own **success**. Our instructor-led classes and online tools can help you **identify your true professional interests, manage your performance** through more effective goal-setting and **build skills** to help you achieve your career goals.



### STAFF CAREER DEVELOPMENT

Title	Date/Time	ND Value
<b>Transitioning from Peer to Supervisor</b>	January 15, 2013 8:30 a.m. – 12:00 p.m.	Excellence

***New course just added!** If being a supervisor is your goal, this workshop will help you learn what it takes. Understand the supervisor-employee dynamic, hear common mistakes new supervisors make, learn how to build trust and respect, and establish your authority without being “bossy”. Also learn how to manage priorities, delegate to others, and stay balanced when things go haywire.*

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### ENHANCING WORK RELATIONSHIPS



Title	Date/Time	ND Value
<b>Communicating with Colleagues &amp; Co-Workers</b>	Jan. 29, 2013 8:30 a.m.-12:00 p.m.	Teamwork

***Additional date just added!** Your success in a collegial environment depends on your ability to build and maintain good relationships with your peers. How easy are you to work with? That depends largely on how you communicate. Gain control of your communication style with techniques that build trust and credibility and avoid misunderstandings.*

<b>Relationship Strategies</b>	March 7, 2013 1:00-4:30 p.m.	Teamwork
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*Participants must have completed the DISC Style Assessment and should bring their report with them to this session.*

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## PERFORMANCE MANAGEMENT



Title	Date/Time	ND Value
<b>Conducting Effective Performance Reviews - Supervisors</b>	March 27, 2013, 9:00 - 11:00 a.m.	Integrity
<b>Participating in Performance Reviews</b>	March 26, 2013, 9:00 -10:30 a.m.	Integrity
<b>Endeavor Performance Management Lab</b>	Feb. 5, 2013, 9:00 - 10:30 a.m. OR 1:00 - 2:30 p.m.	Accountability

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## Series Programs – COMING SOON!

Title	Date/Time
<a href="#">Frontline Supervision</a>	Coming Summer 2013 – watch for details!
<a href="#">Today's Administrative Professional (TAP)</a>	Coming Summer 2013 – watch for details!



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