

College Leadership Program Course Schedule

September 2009 – August 2010

Register online via @Your Service. From the HCC Home Page, click on Faculty & Staff > @Your Service > @Your Service Login
Once inside @Your Service, go to Training and Development Home > Request Training Enrollment

SEPTEMBER 2009

Planning & Goal Setting
9/23, Wed, 9 am-12 pm
3100 Main, Room 3A11
Course SP7332, Session 0015

The Impact of Emotional Intelligence
9/25, Fri, 9 am-12 pm
3100 Main, Seminar Room B
Course SP7324, Session 0005

*Effective Meetings
9/30, Wed, 9 -11 am
CE-Willie Lee Gay Hall, Room 150
Course WP5112, Session 0012

OCTOBER 2009

Creating a Positive Work Environment
10/9, Fri, 9 am-4 pm
3100 Main, Room 3A11
Course SP7227, Session 0003

Mastering Performance Reviews
10/13 & 10/14, Tue & Wed, 9 am -4 pm
3100 Main, Seminar Room B
Course SP7330, Session 0023

Recruiting, Hiring & Developing Talent
10/23 Fri, 9 am-4 pm
3100 Main, Room 3A11
WP7501, Session 0003

NOVEMBER 2009

Bringing Out the Best in Others
11/6, Fri, 9 am-4 pm
3100 Main, Room 3A11
Course SP7343, Session 0003

Dealing with Negative Attitudes
11/10, Tue, 3 pm-5 pm
CE- Willie Lee Gay Hall, Room 150
WP5105, Session 0012

Operational Effectiveness & Efficiency
11/12 Thu, 9 am-4 pm
3100 Main, Room 3A11
Course WP7401, Session 0003

Compliance with EEO Law
11/18, Wed, 8:30 am-12:30 pm
SW-W Loop, Room A103
Course EC 3002, Session 00017

DECEMBER 2009

*Managing Change & Transition
12/2, Wed, 9 am-11 am
SW-Scarcella, Room W102
Course SP7342, Session 0006

Finance & Accounting for Higher Ed Mgrs
12/4, Fri, 9 am-4 pm
3100 Main, Room 3A11
Course WP7601, Session 0003

Managing Leave, Compensation & Payroll
12/11, Fri, 9 am-4 pm
3100 Main, Room 3A11
Course WP6515, Session 0003

JANUARY 2010

Avoiding Litigation Landmines
1/08, Fri, 8:30 am-12:30 pm
3100 Main, Seminar Room B
Course EC3001, Session 0022

JANUARY 2010

*Problem Solving & Decision Making
1/13, Wed, 8:30 am-12:30 pm
CE- Willie Lee Gay Hall, Room 150
Course SP7337, Session 0010

Managing Conflict in the Workplace
1/14, Thu, 9 am-11 am
CE- Willie Lee Gay Hall, Room 150
Course WP5106, Session 0010

Secrets of the A+ Team
1/28 Thu, 1 pm-4 pm
SE- Eastside Campus
Course WP5102, Session 0009

FEBRUARY 2010

Courage to Coach
2/4, Thu, 9 am-12 pm
3100 Main, Room 3A11
Course SP7500, Session 0006

Process Improvement Methods
2/11, Thu, 9 am-12 pm
3100 Main, Seminar Room B
Course WP5113, Session 0002

Tools for Effective Communication
2/24, Wed, 9 am-12 pm
CE- Willie Lee Gay Hall, Room 150
Course CC0002, Session 0006

MARCH 2010

Creating a Positive Work Environment
3/5, Fri, 9 am-4 pm
3100 Main, Room 3A11
Course SP7227, Session 0004

Mastering Performance Reviews
3/30 & 3/31, Tue-Wed, 9 am-4 pm
3100 Main, Seminar Room B
Course SP7330, Session 0024

Managing Leave, Compensation & Payroll
3/11, Thu, 9 am-4 pm
3100 Main, Room 3A11
Course WP6515, Session 0004

APRIL 2010

Recruiting, Hiring & Developing Talent
4/1, Thu, 9 am-4 pm
3100 Main, Room 3A11
WP7501, Session 0004

Operational Effectiveness & Efficiency
4/9, Thu, 9 am-4 pm
3100 Main, Room 3A11
Course WP7401, Session 0004

MAY 2010

*Accountability: Who Are 'They' Anyway?
5/6, Thu, 9 am-12 pm
3100 Main, Room 3A11
Course WP 5100, Session 0006

Compliance with EEO Law
5/7, Fri, 8:30 am-12:30 pm
3100 Main, Seminar Room B
Course EC 3002, Session 0018

Authentic Leadership, Part I
5/20, Thu, 9 am-12 pm
NW- Spring Branch
Course SP7270, Session 0007

MAY 2010

Authentic Leadership, Part II
5/27, Thu, 9 am-12 pm
NW- Spring Branch
Course SP7272, Session 0005

Finance & Accounting for Higher Ed Mgrs
5/21, Fri, 9 am-4 pm
3100 Main, Room 3A11
Course WP7601, Session 0003

JUNE 2010

Bringing Out the Best in Others
6/4, Thu, 9 am-4 pm
3100 Main, Room 3A11
Course SP7343, Session 0004

Employee Motivation & Recognition
6/18, Fri, 9 am-11 am
3100 Main, Room 3A11
Course EM5001, Session 0005

Setting Priorities & Meeting Deadlines
6/24, Thu, 1 pm-3 pm
3100 Main, Room 3A11
Course SP7334, Session 0012

JULY 2010

Avoiding Litigation Landmines
7/8, Thu, 8:30 am-12:30pm
3100 Main, Seminar Room B
Course EC3001, Session 0023

L.E.A.D with Integrity
7/9, Fri, 1 pm-3 pm
3100 Main, Room 3A11
Course SP7204, Session 0002

Delegating for Results
7/29, Thu, 9 am-11 am
3100 Main, Room 3A11
Course SP7221, Session 0015