

# College Leadership Program Course Schedule

## September 2011 – August 2012

Register online via @Your Service. To log in, type **myhcc** in your browser address bar > click Human Resources (under Administrative Resources) > click on @ Your Service Login (in right column). Once inside @ Your Service, go to Training and Development Home> Request Training Enrollment.

### SEPTEMBER 2011

Secrets of the A+ Team  
9/22, Thu, 1 pm - 3 pm  
3100 Main, Room 3A11  
Course WP5109, Session 0001

\*Effective Meetings  
9/29, Thu, 9 am – 11 am  
3100 Main, Room 3A11  
Course WP5112, Session 0014

### OCTOBER 2011

Recruiting, Hiring & Developing Talent  
10/7, Fri, 9 am – 4 pm  
3100 Main, Room 3A11  
Course WP7501, Session 0007

Enhancing Employee Performance  
10/13 & 10/14, Thu & Fri, 9 am - 4 pm  
3100 Main, Room 3A11  
Course SP7440, Session 0003

\*The Impact of Emotional Intelligence  
10/19, Wed, 9 am – 12 pm  
3100 Main, Room 3A11  
Course SP7324, Session 0003

Creating a Positive Work Environment  
10/21, Fri, 9 am – 4 pm  
3100 Main, Room 3A11  
Course SP7227, Session 0007

Compliance with the EEO Law  
10/28, Fri, 8:30 am – 12:30 pm  
3100 Main, Room 3A11  
Course EC3002, Session 0021

### NOVEMBER 2011

Courage to Coach  
11/3 Thu, 9 am - 12 pm  
3100 Main, Room 3A11  
Course SP7500, Session 0008

Bringing Out the Best in Others  
11/4, Fri, 9 am - 4 pm  
3100 Main, Seminar Room B  
Course SP7343, Session 0007

Operational Effectiveness & Efficiency  
11/11, Fri, 9 am – 4 pm  
3100 Main, Room 3A11  
Course WP7401, Session 0007

Managing Leave, Compensation & Payroll  
11/18, Fri, 9 am – 4 pm  
3100 Main, Room 3A11  
Course WP6515, Session 0007

### DECEMBER 2011

\*Accountability: Who are "They" Anyway?  
12/1, Thu, 9 am – 12 pm  
3100 Main, Room 3A11  
Course WP5100, Session 0008

Finance & Accounting for Higher Ed Mgrs  
12/2, Fri, 9 am – 4 pm  
3100 Main, Room 3A11  
Course WP7601, Session 0007

\*Managing Change & Transition  
12/8, Thu, 9 am – 12 pm  
SW- Stafford LH, Room 139  
Course SP7342, Session 0008

Avoiding Litigation Landmines  
12/9, Fri, 8:30 am – 12:30 pm  
3100 Main, Room 3A11  
Course EC3001, Session 0026

### JANUARY 2012

Authentic Leadership, Part I  
1/12, Thu, 9 am – 12 pm  
3100 Main, Room 3A11  
Course SP7270, Session 0009

Delegating for Results  
1/19, Thu, 9 am – 11 am  
3100 Main, Room 3A11  
Course SP7221, Session 0017

Process Improvement Methods in Higher Ed  
1/20, Fri, 9 am - 12 pm  
3100 Main, Room 3A11  
Course WP5113, Session 0004

Employee Motivation & Recognition  
1/26, Thu, 9 am – 11 am  
3100 Main, Room 3A11  
Course EM5001, Session 0007

Dealing with Negative Attitudes in the Workplace  
1/27, Fri, 9 am – 11 am  
3100 Main, Room 3A11  
Course WP5105, Session 0015

### FEBRUARY 2012

Avoiding Litigation Landmines  
2/3, Fri, 8:30 am – 12:30 pm  
3100 Main, Room 3A11  
Course EC3001, Session 0027

Recruiting, Hiring & Developing Talent  
2/10, Fri, 9 am – 4 pm  
3100 Main, Room 3A11  
Course WP7501, Session 0008

Bringing Out the Best in Others  
2/17, Fri, 9 am - 4 pm  
3100 Main, Seminar Room B  
Course SP7343, Session 0008

Enhancing Employee Performance  
2/23 & 2/24, Thu & Fri, 9 am - 4 pm  
3100 Main, Room 3A11  
Course SP7440, Session 0004

### MARCH 2012

Creating a Positive Work Environment  
3/2, Fri, 9 am – 4 pm  
3100 Main, Room 3A11  
Course SP7227, Session 0008

L.E.A.D. with Integrity  
3/22, Thu, 9 am – 11 am  
3100 Main, Room 3A11  
Course SP7204, Session 0004

Managing Leave, Compensation & Payroll  
3/23, Fri, 9 am – 4 pm  
3100 Main, Room 3A11  
Course WP6515, Session 0008

Operational Effectiveness & Efficiency  
3/29, Fri, 9 am – 4 pm  
3100 Main, Seminar Room B  
Course WP7401, Session 0008

Authentic Leadership, Part II  
3/30, Fri, 9 am – 12 pm  
3100 Main, Room 3A11  
Course SP7272, Session 0007

**APRIL 2012**  
Tools for Effective Communication  
4/4, Wed, 9 am – 12 pm  
3100 Main, Room 3A11  
Course CC0002, Session 0008

Finance & Accounting for Higher Ed Mgrs  
4/5, Thu, 9 am – 4 pm  
3100 Main, Room 3A11  
Course WP7601, Session 0008

Compliance with the EEO Law  
4/12, Thu, 8:30 am – 12:30 pm  
3100 Main, Room 3A11  
Course EC3002, Session 0022

### MAY 2012

Managing Conflict in the Workplace  
5/3, Thu, 9 am – 11 am  
3100 Main, Room 3A11  
Course WP5106, Session 0012

Setting Priorities & Meeting Deadlines  
5/10, Thu, 9 am – 11 am  
3100 Main, Room 3A11  
Course SP7334, Session 0014

Strategic Thinking  
5/24 Thu, 9 am - 12 pm  
3100 Main, Room 3A11  
Course SP7321, Session 0001