

College Office Professionals Program September 2011 – August 2012

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

SEPTEMBER 2011

How to Manage Competing Demands
9/27 Tues, 9:00 a.m.-12:00 p.m.
3100 Main, Room #3A11
Course# WP5119, Session# 13

Effective Communication
9/28 Wed, 9:00 a.m.-12:00 p.m.
3100 Main, Room #3A11
Course# CC0006, Session# 13

Exhibit A: Electronic Communications
9/30 Fri, 9:00 a.m.-11 a.m.
CE, Learning Hub, Room #100
Course# CC0010, Session# 07

OCTOBER 2011

PEP for Employees
10/11 Tues, 9:00 a.m.-12:00 p.m.
3100 Main, Room #3A11
Course# WP6013, Session# 03

Stereotypes . . . Fact or Fiction?
10/25 Tues, 9:00 a.m.-11 a.m.
3100 Main, Room #3A11
Course# WP6100, Session# 03

COPP Overview
10/27 Thurs, 9:00 a.m.-11:00 a.m.
3100 Main, Room #3A11
Course# OR4002, Session# 25

NOVEMBER 2011

Dealing with Difficult Customers
11/15 Tues, 9:00 a.m.-11:00 a.m.
3100 Main, Room #3A11
Course# CS2003, Session# 29

Appreciating Differences
11/15 Tues, 12:00 p.m.-2:00 p.m.
3100 Main, Room #3A11
Course# WP5103, Session# 20

Advanced Connections
11/29-11/30 Tues-Wed, 8:30 a.m.-12:30 p.m.
3100 Main, Room #3A11
Course# CS2001, Session# 30

DECEMBER 2011

Working in Teams
12/7 Wed, 9:00 a.m.-12:00 p.m.
3100 Main, Room #3A11
Course# WP5107, Session# 15

Business Etiquette
12/13 Tues, 9:00 a.m.-12:00 p.m.
3100 Main, Room #3A11
Course# CS2522, Session# 03

Stress Management
12/13 Tues, 1:00 p.m.-3:00 p.m.
3100 Main, Room #3A11
Course# WP5108, Session# 26

JANUARY 2012

How to Manage Competing Demands
1/31 Tues, 9:00 a.m.-12:00 p.m.
3100 Main, Room #3A11
Course# WP5119, Session# 14

FEBRUARY 2012

Dealing with Difficult Customers
2/7 Tues, 9:00 a.m.-11:00 a.m.
3100 Main, Room #3A11
Course# CS2003, Session# 30

Stereotypes . . . Fact or Fiction?
2/7 Tues, 12:00 p.m.-2:00 p.m.
3100 Main, Room #3A11
Course# WP6100, Session# 04

COPP Overview
2/29 Wed, 9:00 a.m.-11:00 a.m.
3100 Main, Room #3A11
Course# OR4002, Session# 26

MARCH 2012

PEP for Employees
3/27 Tues, 9:00 a.m.-12:00 p.m.
3100 Main, Room #3A11
Course# WP6013, Session# 04

Turning Conflict into Opportunity
3/28 Wed, 9:00 a.m.-11:00 a.m.
3100 Main, Room #3A11
Course# WP5104, Session# 19

Stress Management
3/28 Wed, 12:00 p.m.-2:00 p.m.
3100 Main, Room #3A11
Course# WP5108, Session# 27

APRIL 2012

Advanced Connections
4/17- 4/18 Tues-Wed, 8:30 a.m.-12:30 p.m.
3100 Main, Room #3A11
Course# CS2001, Session# 31

Exhibit A: Electronic Communications
4/13 Fri, 9:00 a.m.-11:00 a.m.
3100 Main, Room #3A11
Course# CC0010, Session# 08

Business Etiquette
4/19 Thurs, 9:00 a.m.-12:00 p.m.
3100 Main, Room #3A11
Course# CS2522, Session# 04

Appreciating Differences
4/19 Thurs, 1:00 p.m.-3:00 p.m.
3100 Main, Room #3A11
Course# WP5103, Session# 21

Effective Communication
4/25 Wed, 9:00 a.m.-12:00 p.m.
3100 Main, Room #3A11
Course# CC0006, Session# 14

MAY 2012

Working in Teams
5/15 Tues, 9:00 a.m.-12:00 p.m.
3100 Main, Room #3A11
Course# WP5107, Session# 16

Bridge the Generation Gap
5/23 Wed, 9:00 a.m.-12:00 p.m.
3100 Main, Room #3A11
Course# CC3501, Session# 09