

Training Seminars

Spring

As of May 10, 2012

Academic Center Training Brown

Arts & Sciences Gray

Business Services/Safety Training Red

Financial Aid Training Orange

HR Training Black

IT Training Green

PeopleSoft Training (Finance) Violet

Training and Continuing Education Blue

Seminar Name	Day	Date	Time	Location	Trainer	Fee	R.S.V.P.
All UHV employees are welcome to attend training courses.							
An Active Approach to Communications Training	Wed	1/4/2012	12:00 noon - 1:00 p.m.	UW 106	Webinar	N/A	P.A.S.S. VTRACO
Customer Service - The Service Mentality	Thurs	01/05/12	9:00 a.m. - 12:00 noon	UW 106	Nancy Penry Training and Development	N/A	P.A.S.S. VTRMEN #3
Preparing for Internal Audit	Mon	01/09/12	2:00 p.m. - 4:00 p.m.	UW 103	Finance Department	N/A	P.A.S.S. VFINTA #1
How to Guarantee that Creativity and Innovation Flows Year Round	Tues	01/10/12	12:00 noon - 1:00 p.m.	UW 106	Webinar	N/A	P.A.S.S. VTRCRE
Customer Service - The Service Mentality	Tues	01/10/12	2:00 p.m. - 5:00 p.m.	UW 105	Nancy Penry Training and Development	N/A	P.A.S.S. VTRMEN #4
Learn to Use PowerPoint for More than Boring Presentations	Wed	01/11/12	12:00 noon - 1:00 p.m.	UW106	Webinar	N/A	P.A.S.S. VTRPPU
New Employee Orientation for Faculty	Fri	01/13/12	8:30 a.m. - 12:00 noon	UHV UC 302 SL GB 109 CR 142	Provost Office	N/A	By invitation
Learning Technologies: Transforming Your Workforce	Tues	01/17/12	12:00 noon - 1:00 p.m.	UW 215	Webinar	N/A	P.A.S.S. VTRTWK
Customer Service - The Service Mentality	Wed	01/18/12	9:00 a.m. - 12:00 noon	UW 215	Nancy Penry Training and Development	N/A	P.A.S.S. VTRMEN #5
Stepping Up to Supervisor	Tues	01/24/12	8:30 a.m. - 4:30 p.m.	UW 215	Ron Klinger Assoc. Dir. of Org. Develop.	N/A	By invitation
The Virtual Classroom Catalyst	Wed	01/25/12	12:00 noon - 1:00 p.m.	UW 215	Webinar	N/A	P.A.S.S. VTRVCC
Improve Your Organization's Performance through Emotional Intelligence	Thurs	01/26/12	1:00 p.m. - 2:00 p.m.	UW Conference Room A	Webinar	N/A	P.A.S.S. VTRORP
Stepping Up to Supervisor	Wed	02/01/12	8:30 a.m. - 12:00 noon	UW 215	Nancy Penry Training and Development	N/A	By invitation
Happy People are Successful People: Targeting Employees' Emotional Intelligence	Thurs	02/02/12	12:00 noon - 1:00 p.m.	UW 215	Webinar	N/A	P.A.S.S. VTREMO
The Simple Approach to Power Leadership	Fri	02/03/12	11:a.m. - 12:00 noon	UW 116	Webinar	N/A	P.A.S.S. VTRPOW
Crime Prevention Tips	Mon	02/06/12	2:00 p.m. - 3:00 p.m.	Alcorn Auditorium	Officer Chris Guerra	N/A	P.A.S.S. VSACRI
Stepping Up to Supervisor	Wed	02/08/12	8:30 a.m. - 12:00 noon	UW 215	Nancy Penry Training and Development	N/A	By invitation
When Addiction Comes to School	Tues	02/14/12	12:00 noon - 1:00 p.m.	UW 215	Dr. Libby Rhoades	N/A	P.A.S.S.

Seminar Name	Day	Date	Time	Location	Trainer	Fee	R.S.V.P.
					Prof in A & S		VTRACS
Customer Service - The Service Mentality	Wed	02/15/12	9:00 a.m. - 12:00 noon	UW 215	Nancy Penry Training and Development	N/A	P.A.S.S. VTRMEN #6
Master Calendar Training	Thurs	02/16/12	4:00 p.m. - 5:00 p.m.	UC 205	Marci Wallace I.T.	N/A	
Stepping Up to Supervisor	Wed	02/22/12	8:30 a.m. - 12:00 noon	UW 215	Nancy Penry Training and Development	N/A	By invitation
Employee Engagement Surveys: The Good, The Bad, The Ugly	Thurs	02/23/12	10:00 a.m. - 11:00 a.m.	UW 215	Webinar	N/A	P.A.S.S. VTRESU
Master Calendar Training	Mon	02/27/23	4:00 p.m. - 5:00 p.m.	UC 205	Marci Wallace I.T.	N/A	
Master Calendar Training	Tues	02/28/12	9:00 a.m. - 10:00 a.m.	UC 205	Marci Wallace I.T.	N/A	
Master Calendar Training	Tues	02/28/12	10:30 - a.m. - 11:30 a.m.	UC 205	Marci Wallace I.T.	N/A	
Stepping Up to Supervisor	Wed	02/29/12	8:30 a.m. - 12:00 noon	UW 215	Nancy Penry Training and Development	N/A	By invitation
PeopleSoft Financial Accounts	Wed	02/29/12	9:30 a.m. - 11:00 a.m.	UC 215	Vangie Kolesar PeopleSoft	N/A	P.A.S.S. VPSACC #5
Seven Ways to Reinforce Training	Wed	02/29/12	1:00 p.m. - 2:00 p.m.	UW 124	Webinar	N/A	P.A.S.S. VTRRTR
PeopleSoft Financial Accounts	Wed	02/29/12	2:30 p.m. - 4:00 p.m.	UC 215	Vangie Kolesar PeopleSoft	N/A	P.A.S.S. VPSACC #6
EAP Services Presentation	Thurs	03/01/12	11:00 a.m. - 12:00 noon	UW 215	Sam Hester EAP Representative	N/A	P.A.S.S. VTREAP #3
EAP Services Presentation	Thurs	03/01/12	12:00 noon - 1:00 p.m.	UW 215	Sam Hester EAP Representative	N/A	P.A.S.S. VTREAP #4
EAP Services Presentation	Thurs	03/01/12	2:00 p.m. - 3:00 p.m.	UW 215	Sam Hester EAP Representative	N/A	P.A.S.S. VTREAP #5
Master Calendar Training	Mon	03/05/12	10:00 a.m. - 11:00 a.m.	UC 205	Marci Wallace I.T.	N/A	
Stepping Up to Supervisor	Tues	03/06/12	8:30 a.m. - 12:00 noon	UW 215	Nancy Penry Training and Development	N/A	By invitation
The Progress Principle: Sparking Employee Engagement	Wed	03/14/12	11:00 a.m. - 12:00 noon	UW 215	Webinar	N/A	P.A.S.S. VTRPRO
Key Strategies for Training Transfer	Wed	03/14/12	1:00 p.m. - 2:00 p.m.	UW 103	Webinar	N/A	P.A.S.S. VTRTTR
Marketing Excellence Developing Strategic Skills	Thurs	03/15/12	1:00 p.m. - 2:00 p.m.	UW 124	Webinar	N/A	P.A.S.S. VTRMAE
Stepping Up to Supervisor	Tues	03/20/12	8:30 a.m. - 12:00 noon	UW 215	Nancy Penry Training and Development	N/A	By invitation
Using Recognition to Make Coaching More Powerful	Tues	03/20/12	12:00 p.m. - 1:00 p.m.	UW 215	Webinar	N/A	P.A.S.S. VTRREC
Customer Service - The Service Mentality	Wed	03/21/12	9:00 a.m. - 12:00 noon	UW 215	Nancy Penry Training and Development	N/A	P.A.S.S. VTRMEN #7
Mind Matters	Wed	03/21/12	11:00 a.m. - 12:00 noon	UW Conference Room B	Webinar	N/A	P.A.S.S. VTRMIN
Creating a Competency-Based Training Program	Wed	03/21/12	1:00 p.m. - 2:00 p.m.	UW 203	Webinar	N/A	P.A.S.S. VTRCBT
Email Communication Tips	Thurs	03/22/12	10:30 a.m. - 11:00 a.m.	UW 215	Webinar	N/A	P.A.S.S.

Seminar Name	Day	Date	Time	Location	Trainer	Fee	R.S.V.P.
Sexual Assault Prevention	Thurs	03/22/12	1:00 p.m. - 3:30 p.m.	UW 215	Tommy De La Paz UH	N/A	VTREMT By invitation
Email Tips	Thurs	03/22/12	10:30 a.m. - 11:00 a.m.	UW 215	Webinar	N/A	P.A.S.S. VTREMT
Identity: Your Passport to Success	Wed	03/28/12	11:00 a.m. - 12:00 noon	UW Conference Room A	Webinar	N/A	P.A.S.S. VTRIDW
Preparing Your New Managers and Supervisors for Success	Wed	03/28/12	1:00 p.m. - 2:00 p.m.	UW 203	Webinar	N/A	P.A.S.S. VTRMAN
New Employee Orientation	Thurs	03/29/12	8:30 a.m. - 12:00 noon	UHV UC 312 UHSSL 318 UHSCR 143	Laura Smith Director of HR and AA	N/A	P.A.S.S. VHREMP #43
5 High-Impact Virtual Learning Solutions and How They are Used	Wed	04/04/12	11:00 a.m. - 12:00 noon	UW 215	Webinar	N/A	P.A.S.S. VTRVSW
Use Movie Scenes to Create Impactful Prese	Mon	04/09/12	11:00 a.m. - 12:00 noon	UW 215	Webinar	N/A	P.A.S.S. VTRMSC
Stepping Up to Supervisor	Tues	04/10/12	8:30 a.m. - 12:00 noon	UW 215	Nancy Penry Training and Development	N/A	By invitation
Customer Service - The Service Mentality	Tues	04/17/12	9:00 a.m. - 12:00 noon	UW 215	Nancy Penry Training and Development	N/A	P.A.S.S. VTRMEN #7
How the Best Managers Create a Culture of Belief	Wed	04/18/12	11:00 a.m. - 12:00 noon	UW 215	Webinar	N/A	P.A.S.S. VTRBEM
3 Social Learning Trends for 2012	Thurs	04/19/12	1:00 p.m. - 2:00 p.m.	UW 215	Webinar	N/A	P.A.S.S. VTRSLT
Stepping Up to Supervisor	Tues	04/24/12	8:30 a.m. - 12:00 noon	UW 215	Nancy Penry Training and Development	N/A	By invitation
Whole-Brain Instructional Design	Tues	04/24/12	12:00 noon - 1:00 p.m.	UW 215	Webinar	N/A	P.A.S.S. VTRWBD
How to Manage Change and Complexity	Tues	04/24/12	2:00 p.m. - 3:00 p.m.	UW 215	Webinar	N/A	P.A.S.S. VTRMCC
Professional Appearance for Administrative Professionals	Wed	04/25/12	10:00 a.m. - 11:00 a.m.	UW 215	Nancy Penry Training and Development	N/A	P.A.S.S. VTRBWW #1
iPad at Work: Tools for Business Productivity and Time Management	Wed	04/25/12	1:00 p.m. - 2:00 p.m.	UW 215	Webinar	N/A	P.A.S.S. VTRPAD
Professional Appearance for Administrative Professionals	Wed	04/25/12	2:00 p.m. - 3:00 p.m.	UW 215	Nancy Penry Training and Development	N/A	P.A.S.S. VTRBWW #2
Getting it Done While Getting Along: How to Overcome Your Co-Workers' Poor Habits	Thurs	04/26/12	11:00 a.m. - 12:00 noon	UW 215	Webinar	N/A	P.A.S.S. VTRGID
Addiction Comes to Campus	Tues	05/01/12	12:00 noon - 1:00 p.m.	UW 215	Dr. Elizabeth Rhoades School Counseling Professor	N/A	P.A.S.S. VTRACS #5
5 Best Practices for Effective Virtual Learning	Wed	05/02/12	11:00 a.m. - 12:00 noon	UW 215	Webinar	N/A	P.A.S.S. VTREVL
Secrets of Persuasive Communication in Virtual Presentation	Thurs	05/03/12	1:00 p.m. - 2:00 p.m.	UW 215	Webinar	N/A	P.A.S.S. VTRSPC
Stepping Up to Supervisor	Tues	05/08/12	8:30 a.m. - 12:00 noon	UW 215	Nancy Penry Training and Development	N/A	By invitation
ROI Basics: An Overview of the ROI Methodology	Tues	05/08/12	1:00 p.m. - 2:00 p.m.	UW 215	Webinar	N/A	P.A.S.S. VTRROI
Innovation without Boundaries	Mon	05/14/12	12:00 noon - 1:00 p.m.	UW 106	Webinar	N/A	P.A.S.S. VTRINB
Essentials of Managing Your Stress	Tues	05/15/12	10:00 a.m. - 11:00 a.m.	UW 106	Sam Hester	N/A	P.A.S.S.

Seminar Name	Day	Date	Time	Location	Trainer	Fee	R.S.V.P.
					EAP Representative		VTRMYS #1
Essentials of Managing Your Stress	Tues	05/15/12	1:00 p.m. - 2:00 p.m.	UW 106	Sam Hester EAP Representative	N/A	P.A.S.S. VTRMYS #2
Essentials of Managing Your Stress	Tues	05/15/12	2:00 p.m. - 3:00 p.m.	UW 106	Sam Hester EAP Representative	N/A	P.A.S.S. VTRMYS #3
Customer Service - The Service Mentality	Thurs	05/17/12	9:00 a.m. - 12:00 noon	UW 124	Nancy Penry Training and Development	N/A	P.A.S.S. VTRMEN #8
Customer Service - The Service Mentality	Fri	05/18/12	9:00 a.m. - 12:00 noon	Sugar Land tba	Nancy Penry Training and Development	N/A	P.A.S.S. VTRMEN #8
Customer Service - The Service Mentality	Fri	05/18/12	1:30 p.m. - 4:30 p.m.	Sugar Land tba	Nancy Penry Training and Development	N/A	P.A.S.S. VTRMEN #8
Excel 2010 Basics	Tues	05/22/12	9:00 a.m. - 11:00 a.m.	UC 201	Randy Faulk User Services Administrator	N/A	P.A.S.S. VITX10 #1
Technical & Compliance Training Engaging	Tues	05/22/12	12:00 noon - 1:00 p.m.	UW 103	Webinar	N/A	P.A.S.S. VTRTEC
Excel 2010 Basics	Tues	05/24/12	9:00 a.m. - 11:00 a.m.	CR 128	Randy Faulk User Services Administrator	N/A	P.A.S.S. VITX10 #2
ROI - Collecting Data	Tues	05/29/12	12:00 noon - 1:00 p.m.	UW 103	Webinar	N/A	P.A.S.S. VTRCOD
Hurricane Awareness	Tues	06/12/12	10:00 a.m. - 11:30 a.m.	Alcorn Auditorium	Weather Bureau	N/A	P.A.S.S. VSAHUR #13
ROI: Isolating the Effects of Your Programs	Tues	06/12/12	12:00 noon - 1:00 p.m.	UW 103	Webinar	N/A	P.A.S.S. VTREFF
Excel 2010 Basics	Thurs	06/14/12	9:00 a.m. - 11:00 a.m.	CR 128	Randy Faulk User Services Administrator	N/A	P.A.S.S. VITX10 #2
Excel 2010 Basics	Thurs	06/14/12	1:30 p.m. - 3:30 p.m.	CR 128	Randy Faulk User Services Administrator	N/A	P.A.S.S. VITX10 #3
Excel 2010 Basics	Thurs	06/21/12	9:00 a.m. - 11:00 a.m.	Sugar Land	Randy Faulk User Services Administrator	N/A	P.A.S.S. VITX10 #4
Excel 2010 Basics	Thurs	06/21/12	1:30 p.m. - 3:30 p.m.	Sugar Land	Randy Faulk User Services Administrator	N/A	P.A.S.S. VITX10 #5
ROI Calculating	Tues	07/10/12	1:00 p.m. - 2:00 p.m.	UW 103	Webinar	N/A	P.A.S.S. VTRCAL
Advanced Excel 2010	Wed	07/25/12	9:00 a.m. - 11:00 a.m.	UC 201	Randy Faulk User Services Administrator	N/A	P.A.S.S. VITADX #1
Advanced Excel 2010	Thurs	07/26/12	1:30 p.m. - 3:30 p.m.	UC 201	Randy Faulk User Services Administrator	N/A	P.A.S.S. VITADX #2
Advanced Excel 2010	Thurs	08/09/12	1:30 p.m. - 3:30 p.m.	Sugar Land	Randy Faulk User Services Administrator	N/A	P.A.S.S. VITADX #3
Supervisors' Success	Wed	10/17/12	8:30 a.m. - 12:00 noon	TBA	Nancy Penry Training and Development	N/A	By invitation
Customer Service - Listening	Wed	10/24/12	9:00 a.m. - 12:00 noon	TBA	Nancy Penry Training and Development	N/A	By invitation
Customer Service - Listening	Wed	10/24/12	1:30 p.m. - 4:30 p.m.	TBA	Nancy Penry Training and Development	N/A	By invitation
Supervisors' Success	Wed	10/31/12	8:30 a.m. - 12:00 noon	TBA	Nancy Penry Training and Development	N/A	By invitation
Supervisors' Success	Wed	11/07/12	8:30 a.m. - 12:00 noon	TBA	Nancy Penry Training and Development	N/A	By invitation
Supervisors' Success	Wed	11/28/12	8:30 a.m. - 12:00 noon	TBA	Nancy Penry Training and Development	N/A	By invitation

