

Training Seminars

Fall and Winter

Calendar as of 10/27/09

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.							
The Supervisor's Guide To Employee Feedback and Criticism	Tues	09/08/09	1:00 p.m. - 1:30 p.m.	UHV UW 113	Webinar	N/A	P.A.S.S. VTREFC #1
Encouraging Communication	Tues	09/15/09	8:30 a.m. - 12:00 Noon	UHV UW 113	Nancy Penry Training and Continuing Ed.	N/A	P.A.S.S. VTRCOM #1
Elder Care Issues	Tues	09/22/09	10:00 a.m. - 11:00 a.m.	UHV UW 113	Sam Hester E.A.P. Trainer	N/A	P.A.S.S. VTRECI #1
Delegation Tips for Managers	Tues	09/22/09	1:00 p.m. - 1:30 p.m.	UHV UW 113	Webinar	N/A	P.A.S.S. VTRDEL #1
Elder Care Issues	Tues	09/22/09	2:00 p.m. - 3:00 p.m.	UHV UW 113	Sam Hester E.A.P. Trainer	N/A	P.A.S.S. VTRECI #2
What You Are is Where You Were When One Course Consisting of Two Mornings	Wed Tues	10/21/09 10/27/09	8:30 a.m. - 12:00 noon	UHV UW 113	Nancy Penry Training Coordinator	N/A	P.A.S.S. VTRWYA #4
Tempted to Tweet?	Thurs	10/22/09	10:00 a.m. - 11:00 a.m.	UHV UC 205	Marci Wallace Web Services Manager	N/A	P.A.S.S. VTRTTT #2
Managing Difficult People	Thurs	10/29/09	8:30 a.m. - 12:00 noon	UHV UW 113	Nancy Penry Training Coordinator	N/A	P.A.S.S. VTRMDP #2
Thinking on Your Feet: What to Say When You're at a Loss for Words	Wed	10/28/09	11:00 a.m. - 12:00 noon	UHV UW 121	Webinar	N/A	P.A.S.S. VTRTOF #1
New Employee Orientation	Thurs	10/29/09	8:30 a.m. - 12:00 noon	UC 302	Laura Smith and Members of Staff	N/A	P.A.S.S. VHREMP #34
Holiday Tips and Treats	Tues	11/03/09	12:00 noon - 1:00 p.m.	UHV UC Multipurpose Room	H.E.B.	N/A	P.A.S.S. VTRHOL #2
Critical New Findings from the "Managing Online Education" Study	Weds	11/04/09	12:00 noon - 1:00 p.m.	UHV UW 121	Webinar	N/A	P.A.S.S. VTROED #1
Try Facebook to Meet Millions!	Thurs	11/05/09	10:00 a.m. - 11:00 a.m.	UHV UC 205	Marci Wallace Web Services Manager	N/A	P.A.S.S. VTRFAC #1
Effective Listening	Tues	11/10/09	1:00 p.m. - 4:30 p.m.	UHV UW 113	Nancy Penry Training Coordinator	N/A	P.A.S.S. VTRELI #1
Taking Effective Minutes	Thurs	11/12/09	2:00 p.m. - 3:30 p.m.	UHV UW 113	Nancy Penry Training Coordinator	N/A	P.A.S.S. VTRTEM #1
Dreamweaver	Mon, Tues, Weds	11/16 - 11/18/09	11:00 a.m. - 12:30 p.m. 1:00 - 2:30 p.m.	UHV UW 121	Webinar	N/A	P.A.S.S. VTRDRW #1

Seminar Name	Day	Date	Time	Location	Trainer	Fee	R.S.V.P.
Office Etiquette	Thurs	12/03/09	9:00 - 11:00 a.m.	UHV UW 113	Nancy Penry Training and Continuing Ed.	N/A	P.A.S.S. VTROET #1