

# Training Seminars

## Spring

As of 3/1/2010

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.							
V+POS	Mon	1/11/2010	10:00 a.m. - 11:00 a.m.	UC 216	UH Webinar	N/A	P.A.S.S. VFPOS #1
V+POS	Tues	01/12/10	3:00 p.m. 4:00 p.m.	UC 216	UH Webinar	N/A	P.A.S.S. VFPOS #2
Marketing for Trainers	Wed	01/13/10	1:00 p.m. - 2:00 p.m.	UW 123	Webinar	N/A	P.A.S.S. VTRMFT #1
UH Navis Training	Thurs	01/14/10	2:00 p.m. - 3:00 p.m.	UW 123	Webinar	N/A	P.A.S.S. VTRNAV #1
Email Marketing	Thurs	01/21/10	12:00 noon - 1:00 p.m.	UW 103	Webinar	N/A	P.A.S.S. VTREMM #1
Stepping Up to Supervisor Insights Discovery	Tues	01/26/10	8:00 a.m. - 4:30 p.m.	UW 103	Ron Klinger UHCL Asst. Direct of Org Dev.	N/A	By invitation
Key Learning Challenges for 2010	Tues	01/26/10	1:00 p.m. - 2:00 p.m.	UW 105	Webinar	N/A	P.A.S.S. VTRKLC #1
Customer Service	Fri	01/29/10	1:00 p.m. - 2:00 p.m.	UW 103	Webinar	N/A	P.A.S.S. VTRCSR #1
Up Your EQ	Wed	02/03/10	1:00 p.m. - 2:00 p.m.	UW 103	Webinar	N/A	P.A.S.S. VTRUEQ #1
Management Development Skills for the Accidental Trainer	Wed	02/10/10	11:00 a.m. - 12:00 noon	UW 103	Webinar	N/A	P.A.S.S. VTRMDS #1
Mail Services Training	Tues	02/16/10	9:30 a.m. - 10:30 a.m.	UW 103	Larry Steen Mail Services Clerk	N/A	P.A.S.S. VBSMST #1
Office Etiquette	Tues	02/16/10	2:00 p.m. - 4:00 p.m.	UW 103	Nancy Penry Training and Continuing Ed.	N/A	P.A.S.S. VTRKET #2
Corporate Communications in a Web 2.0 World	Wed.	02/24/10	11:00 a.m. - 12:00 noon	UW 103	Webinar	N/A	P.A.S.S. VTRXXX #1
New Employees Orientation	Thurs	02/25/10	8:30 a.m. - 12:00 noon	UC 303 SL 109 CR 123	Laura Smith Director of Human Resources	N/A	P.A.S.S. VHREMT #35
Stepping Up to Supervisor Planning, Goal Setting and Priorities	Tues	03/02/10	8:30 a.m. - 12:00 noon	UW 103	Nancy Penry Training and Continuing Ed.	N/A	By invitation
Stepping Up to Supervisor Communication and Active Listening	Tues	03/09/10	8:30 a.m. - 12:00 noon	UW 103	Nancy Penry Training and Continuing Ed.	N/A	By invitation
Essential Skills for the 21st Century Workplace	Wed	03/10/10	11:00 a.m. - 12:00 noon	UW TBA	Webinar	N/A	P.A.S.S.

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Creating Work/Life Balance	Thurs	03/11/10	2:00 p.m. - 3:00 p.m.	UW 103	Sam Hester EAP Instructor	N/A	TBA P.A.S.S. VTRWLB #4
Stepping Up to Supervisor Performance Assessment	Tues	03/23/10	8:30 a.m. - 12:00 noon	UW 103	Nancy Penry Training and Continuing Ed.	N/A	By invitation
Intro to Excel 2007	Mon.	03/29/10	10:00 a.m. - 12:00 noon	Sugar Land	UH IT Staff	N/A	P.A.S.S. VITX71 #8
Intro to Access Tables 2007	Mon.	03/29/10	1:00 p.m. - 4:00 p.m.	Sugar Land	UH IT Staff	N/A	P.A.S.S. VITATA #1
Managing Your Email	Wed.	03/31/10	2:00 p.m. - 4:00 p.m.	UW 103	Nancy Penry Training and Continuing Ed.	N/A	P.A.S.S. VTRMEM #7
Adv Excel 2007	Mon	04/05/10	10:00 a.m. - 12:00 noon	Sugar Land	UH IT Staff	N/A	P.A.S.S. VITX72 #8
Intro to Access Queries 2007	Mon	04/05/10	2:00 p.m. - 4:00 p.m.	Sugar Land	UH IT Staff	N/A	P.A.S.S. VITAQU #1
Stepping Up to Supervisor Discipline, Counseling and Follow-up	Tues	04/06/10	8:30 a.m. - 12:00 noon	UW 103	Nancy Penry Training and Continuing Ed.	N/A	By invitation
Intro to Excel 2007	Thurs	04/08/10	10:00 a.m. - 12:00 noon	UC 205	UH IT Staff	N/A	P.A.S.S. VITX71 #9
Intro to Access Tables 2007	Thurs	04/08/10	1:00 p.m. - 4:00 p.m.	UC 205	UH IT Staff	N/A	P.A.S.S. VITATA #2
Computer Maintenance	Mon	04/12/10	10:00 a.m. - 12:00 noon	Sugar Land	UH IT Staff	N/A	P.A.S.S. VITCOM \$2
Data Manipulation in Excel 2007	Mon	04/12/10	2:00 p.m. - 4:00 p.m.	Sugar Land	UH IT Staff	N/A	P.A.S.S. VITDAT #2
Stepping Up to Supervisor Conflict Resolution	Tues	04/13/10	8:30 a.m. - 12:00 noon	UW 103	Nancy Penry Training and Continuing Ed.	N/A	By invitation
Adv Excel 2007	Thurs	04/15/10	10:00 a.m. - 12:00 noon	UC 205	UH IT Staff	N/A	P.A.S.S. VITX72 #9
Intro to Access Queries 2007	Thurs	04/15/10	2:00 p.m. - 4:00 p.m.	UC 205	UH IT Staff	N/A	P.A.S.S. VITAQU #2
Stepping Up to Supervisor Building a Team	Tues	04/20/10	8:30 a.m. - 12:00 noon	UW 103	Nancy Penry Training and Continuing Ed.	N/A	By invitation
The Secrets of Search: How to Find Anything on the Web	Thurs	04/22/10	11:00 a.m. - 12:00 noon	UW TBA	Webinar	N/A	P.A.S.S. TBA
Intro to InDesign CS3 Part 1	Mon	04/26/10	10:00 a.m. - 12:00 noon	UC 205	UH IT Staff	N/A	P.A.S.S. VITIND #2
Intro to Photoshop CS3 Part 1	Mon	04/26/10	1:00 p.m. - 3:00 p.m.	UC 205	UH IT Staff	N/A	P.A.S.S. VITPS1 #4
Shortcuts to Office Organization	Wed.	04/28/10	2:00 p.m. - 3:30 p.m.	UW 103	DVD Seminar	N/A	P.A.S.S. VTRORG #1
Stepping Up to Supervisor Empowerment	Tues	05/04/10	8:30 a.m. - 12:00 noon	UW 103	Nancy Penry Training and Continuing Ed.	N/A	By invitation
Stepping Up to Supervisor Graduation	Tues	05/04/10	12:00 noon - 2:00 p.m.	UC Multipurpose Room	Nancy Penry Training and Continuing Ed.	N/A	By invitation
Helicopter Parenting	Tues	05/04/10	2:00 p.m. - 4:00 p.m.	UW 103	Ron Klinger Asst Dir of Org. Development	N/A	P.A.S.S. VTRHEP #2





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