Welcome Jennifer Gamez, Program Coordinator, HR Training and Development - You can reach Jennifer at Ext. 4658 or Ext. 4947. Training Staff will begin telecommuting as of January 2019. We will continue to offer classroom trainings and deliver excellent customer service, just as we have always done. We are here to serve you and provide high quality training programs to advance teams and your professional development. We look forward to working closely with you in 2019!

For the most up-to-date or current information, course descriptions, or to enroll in a class, go to the Training & Development web page: www.training.utsa.edu

Classes are offered in the North Paseo Building and other locations at the Main Campus, Downtown Campus, and at the Institute of Texan Cultures (ITC).

See Key to Classroom Locations on the back page and on our website: www.training.utsa.edu

Call Training & Development, Ext. 4658 if you have questions.

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### BUSINESS SERVICE CONTRACTS: PROCESSES & PROCEDURES (AM 541)
- Tues., February 5  2:30 - 4:00  NPB 1.408

### CASH HANDLING 101 (AM 560)
- Tues., January 22  1:30 - 2:30  NPB 1.408
- Wed., March 20  10:00 - 11:00  TBA - Downtown

### CORPORATE TRAVEL PLANNERS: CONCUR ONLINE RESERVATION TOOL AND TRAVEL ARRANGER/GUEST TRAVEL (AM 685)
- Wed., March 6  2:00 - 4:30  NPB 1.412

### CORPORATE TRAVEL PLANNERS: CONCUR ONLINE RESERVATION TOOL AND TRAVEL ARRANGER/GUEST TRAVEL (AM 686)
* Class format is a webinar. The day before the class, T&D Staff will send an email with a registration link.
- Tues., April 9  9:00 - 11:30  WEBINAR

### ENDOWMENT COMPLIANCE REFRESHER (AM 586)
Available online at www.training.utsa.edu

### ENDOWMENTS AND RESTRICTED GIFT FUNDS (AM 588)
- Wed., April 10  2:00 - 3:30  NPB 5.102

### FACILITIES iSERVICE DESK (AM 587)
Available online at www.training.utsa.edu

### HIRING FOREIGN NATIONALS AT UTSA on H1B Visa (AM 868)
- Wed., May 22  1:30 - 4:30  TBA
- Thurs., May 23  1:30 - 4:30  TBA - Downtown
- Thurs., May 30  1:30 - 4:30  TBA

### INVENTORY TRAINING: INITIAL (AM 675)
- Mon. January 14  9:30 - 12:00  NPB 1.412
- Mon., January 28  9:30 - 12:00  NPB 1.412
- Mon., February 11  9:30 - 12:00  NPB 1.412
- Mon., February 25  9:30 - 12:00  NPB 1.412

### INVENTORY: PALM/SCANNER USAGE REFRESHER CLASS (AM 676)
This online class is for ICPs who have already attended AM 675.
Available online at www.training.utsa.edu
Training will be coordinated by Inventory Staff in conjunction with scanner pick-up appointments. If you have questions please contact: Olinda Ongay at ext. 6395 or Mayra Espinoza at ext. 6396.

### PROCARD COMPLIANCE & PROCESSING USING UTSHARE/PEOPLESOFT (AM 562)
*Closed enrollment. To request enrollment, please email: procard.travelcard@utsa.edu
- Thurs., January 24  9:00 - 12:00  NPB 1.412
- Tues., February 26  9:00 - 12:00  NPB 1.412
- Wed., April 3  9:00 - 12:00  NPB 1.412
- Thurs., May 9  9:00 - 12:00  NPB 1.412

### PROCARD COMPLIANCE REFRESHER (AM 537)
Available online at www.training.utsa.edu

### STARS 7.0 BENEFITS ELIGIBLE HIRING PROCESS (AM 677)
Available online at www.training.utsa.edu

### STARS 7.0 NON-BENEFITS ELIGIBLE HIRING PROCESS (AM 678)
Available online at www.training.utsa.edu

### STARS 7.0 NON-TENURE TRACK HIRING PROCESS (AM 679)
Available online at www.training.utsa.edu

### TRAVEL CARD PROCESS (AM 573)
- Thurs., January 24  1:30 - 3:30  NPB 1.412
- Thurs., February 21  1:30 - 3:30  NPB 1.412
- Thurs., March 21  1:30 - 3:30  NPB 1.412
- Thurs., April 18  1:30 - 3:30  NPB 1.412
- Thurs., May 23  1:30 - 3:30  NPB 1.412

### COMPUTER / WEB

### ACCELERATING MATLAB CODE WITH MULTI-CORE, GPU AND CLOUD (CT 956.01)
- Fri., February 15  10:00 - 12:00  AET 0.202
AN INTRODUCTION TO HIGH PERFORMANCE COMPUTING SYSTEM AT UTSA (CT 993)
Fri., January 11 10:00 - 12:00 AET 0.202
Fri., April 5 10:00 - 12:00 AET 0.202

AN INTRO TO PARALLEL COMPUTING IN R (CT 947)
Fri., March 29 10:00 - 12:00 AET 0.202

ASSESS STUDENT KNOWLEDGE (CT 996.01)
Thurs., January 31 1:00 - 2:30 MS 1.03.14
Thurs., April 18 1:00 - 2:30 MS 1.03.14

BANNER GENERAL NAVIGATION TRAINING (CT 923)
Available online at www.training.utsa.edu

BANNER REGISTRATION QUERY (CT 926)
Available online at www.training.utsa.edu

BLACKBOARD ESSENTIALS (CT 859.01)
Mon., January 7 1:00 - 2:30 MS 1.03.14
Tues., January 15 1:00 - 2:30 MS 1.03.14
Tues., February 12 1:00 - 2:30 MS 1.03.14
Fri., March 22 1:00 - 2:30 MS 1.03.14

BLACKBOARD LEARN TO ASAP GRADE TRANSFER (CT 888)
Mon., February 25 1:00 - 2:00 MS 1.03.14
Tues., February 26 1:00 - 2:00 MS 1.03.14
Thurs., February 28 1:00 - 2:00 MS 1.03.14
Fri., March 1 1:00 - 2:00 MS 1.03.14
Mon., May 6 1:00 - 2:00 MS 1.03.14
Tues., May 7 1:00 - 2:00 MS 1.03.14
Thurs., May 9 1:00 - 2:00 MS 1.03.14
Fri., May 10 1:00 - 2:00 MS 1.03.14

COMMUNICATION TOOLS IN BLACKBOARD (CT 214)
Thurs., January 24 1:00 - 2:00 MS 1.03.14

DEEP LEARNING WITH TENSORFLOW ON A HPC CLUSTER (CT 948)
Fri., March 15 10:00 - 12:00 AET 0.202

DON’T START FROM SCRATCH/COPY BLACKBOARD COURSE CONTENT (CT 884)
Thurs., January 3 1:00 - 2:00 MS 1.03.14
Tues., January 8 1:00 - 2:00 MS 1.03.14
Fri., January 25 1:00 - 2:00 MS 1.03.14
Mon., April 8 1:00 - 2:00 MS 1.03.14

GPU ACCELERATED COMPUTING WITH C (CT 958.01)
Fri., March 1 10:00 - 12:00 AET 0.202

GRADEBOOK SETUP! (CT 997.01)
Thurs., January 10 1:00 - 2:30 MS 1.03.14
Fri., January 18 1:00 - 2:30 MS 1.03.14
Tues., January 29 1:00 - 2:30 MS 1.03.14
Thurs., February 21 1:00 - 2:30 MS 1.03.14
Tues., April 23 1:00 - 2:30 MS 1.03.14

INTERACTIVE LEARNING ACTIVITIES: CONTENT PRESENTATION AND SCORING ACTIVITIES IN SOFTCHALK (CT 202.01)
Thurs., March 28 1:00 - 2:00 MS 1.03.14
Fri., April 19 1:00 - 2:00 MS 1.03.14

ONLINE SESSIONS WITH BLACKBOARD COLLABORATE ULTA (CT 937)
Tues., March 19 1:00 - 2:00 MS 1.03.14
Thurs., April 11 1:00 - 2:00 MS 1.03.14

PARALLEL PROGRAMMING IN C ON HIGH PERFORMANCE COMPUTING SYSTEM (CT 998.01)
Fri., February 1 10:00 - 12:00 AET 0.202
Fri., April 19 10:00 - 12:00 AET 0.202

RESPONDUS AND BLACKBOARD (CT 891)
Fri., Feb. 8 1:00 - 2:00 MS 1.03.14

ROWDY EXCHANGE PROCUREMENT REQUESTER TRAINING (CT 990)
Tues., January 29 9:00 - 12:00 NPB 1.412
Wed., February 27 9:00 - 12:00 NPB 1.412
Tues., April 2 9:00 - 12:00 NPB 1.412
Wed., May 1 9:00 - 12:00 NPB 1.412
EMERGENCY PREPAREDNESS (cont.)

SOFTCHALK FUNDAMENTALS (CT 935)
Thurs., March 7 1:00 - 2:00  MS 1.03.14
Fri., April 5 1:00 - 2:00  MS 1.03.14

TRACDAT (CT 960)
Tues., Feb. 12 10:00 - 11:30  GSR 2.126
Tues., Mar. 19 10:00 - 11:30  GSR 2.126
Wed., Apr. 10 10:00 - 11:30  GSR 2.126

SIS-SECURITY ACCOUNT REQUEST FERPA COMPLIANCE (CT 927)
Available online at www.training.utsa.edu

UTSA DATA WAREHOUSE TRAINING SESSION (CT 868)
AD-HOC sessions are available by calling ext. 4705 or by emailing: jinny.case@utsa.edu or brian.cordeau@utsa.edu

WEB INTELLIGENCE LEVEL 1 (CT 950)
AD HOC classroom sessions available. Email ceadmin@utsa.edu to request an AD HOC classroom session and Business Objects (BOXI) account.

EMERGENCY PREPAREDNESS

CAMPUS CARRY: WHAT YOU NEED TO KNOW (EP 499)
Available online at www.training.utsa.edu

CAMPUS SECURITY AUTHORITY (EP 501)
Thurs., January 24 1:00 - 2:30  NPB 1.408
Thurs., February 21 2:00 - 3:30  NPB 1.408
Tues., March 26 2:00 - 3:30  NPB 1.408
Fri., April 12 9:00 - 10:30  NPB 1.408

CAMPUS SECURITY AUTHORITY TRAINING (EP 502)
Available online at www.training.utsa.edu

EMERGENCY PREPAREDNESS (EP 457)
Available online at www.training.utsa.edu

International Award Winner!

EVACUATION, SHELTER-IN-PLACE, AND EVAC-CHAIR (EP 498)
Tues., March 5 9:00 - 10:00  BOS 1.412
Tues., April 9 9:00 - 10:00  BV 4.301B - Downtown

FLOOR CAPTAIN SAFETY LIAISON TRAINING (EP 485)
Thurs., January 24 9:00 - 12:00  BOS 1.412
Tues., February 12 9:00 - 12:00  TBA - Downtown

FACULTY DEVELOPMENT

NTT FACULTY ORIENTATION (NTT 001)
Available online at www.training.utsa.edu

NEW FACULTY INSTITUTE (RESEARCH): UNDERSTANDING YOUR REVIEWER AND INTERPRETING REVIEWS (FS 330)
Wed., February 20 2:00 - 4:00  JPL 4.04.12C
Thurs., February 21 3:00 - 5:00  FS 4.450A - Downtown
Fri., February 22 9:00 - 11:00  JPL 4.04.12D

RESPONSIBLE CONDUCT OF RESEARCH (RCR) SESSION I (FS 223)
Tues., January 8 8:30 - 12:30  BSE 1.604

RESPONSIBLE CONDUCT OF RESEARCH (RCR) SESSION II (FS 224)
Wed., January 9 8:30 - 12:30  BSE 1.604

PERSONAL DEVELOPMENT

EMPLOYEE ASSISTANCE PROGRAM: 24/7/365 Access at Toll Free: 1-866-327-2400. For more information, please contact Kathleen-Carter Stiggers at Ext. 4662.

iConnectYou App: 24 Hour Mobile Access to FREE Professional support. Call, Video Chat, or Text. Provided by Deer Oaks EAP
UTSA Registration Code: 52276 - iTunes App Store or Google Play
ESTATE PLANNING: FIVE ESSENTIAL DOCUMENTS (PD 841)
Wed., May 8 1:30 - 3:00 NPB 1.408

EVERYTHING IN ITS PLACE: GETTING ORGANIZED (PD 040)
Wed., January 23 2:00 - 3:00 NPB 1.408

EXAMINING RELATIONSHIPS: HEALTHY VS. UNHEALTHY (PD 045)
Tues., April 9 1:30 - 2:30 NPB 1.408

INSURANCE ISSUES - MEDICARE AND MEDICAID (PD 529)
Wed., February 20 1:30 - 2:30 NPB 1.408

LIGHTEN UP WITH LAUGHTER (PD 042)
Thurs., March 21 2:45 - 3:45 NPB 1.408

MAKING A LIFE WHILE MAKING A LIVING: WORK-LIFE BALANCE (PD 043)
Wed., January 23 3:15 - 4:15 NPB 1.408

MANAGING WORKPLACE STRESSORS (PD 041)
Thurs., March 21 1:30 - 2:30 NPB 1.408

RETIREMENT - IT’S NOT JUST ABOUT THE MONEY (PD 528)
Wed., February 20 2:45 - 3:45 NPB 1.408

SELF-CARE: REMAINING RESILIENT (PD 044)
Tues., April 9 2:45 - 3:45 NPB 1.408

APPROVAL WORKFLOW PROCESS: NON-PURCHASE ORDER VOUCHERS (PS 305.01)
Available online at https://mytraining.utsa.edu

PS 303 Budget Planning (Hyperion)
Training for the Hyperion Planning and Budget course will begin in January 2019. This is a closed course only for Primary Division Budget Coordinators who are responsible for coordinating the development of the annual operating budget or related processes within their division or college.
Those who are required to attend will be notified in advance.

EMPLOYEE SELF SERVICE - ESS (PS 100.01)
All employees are strongly encouraged to complete this online course. Available online at www.training.utsa.edu

EXPENSE REPORT WORKFLOW (PS 308)
Available online at www.training.utsa.edu

INTRODUCTION TO THE CHART OF ACCOUNTS (PS 2016)
Available online at www.training.utsa.edu

MONTHLY FINANCIAL REPORT RECONCILIATION USING UTSHARE/PEOPLESOFT (FORMERLY STATEMENT OF ACCOUNTS) (PS 207.01)
Thurs., January 17 1:00 - 4:00 NPB 1.412
Tues., February 12 1:30 - 4:30 DB 1.402 - Downtown
Tues., March 19 1:00 - 4:00 NPB 1.412
Wed., April 17 1:00 - 4:00 NPB 1.412

PROCESSING NON-PO VOUCHERS USING UTSHARE (PS 203.04)
Tues., February 5 8:30 - 11:30 NPB 1.412
Tues., March 12 8:30 -11:30 TBA - Downtown
PEOPLESOF T & INTERIM PROCESSES (cont.)

TIME & ABSENCE REPORTING FOR EXEMPT EMPLOYEES - PAPER
(INTERIM PROCESS) (IP 305.01)
Available online at www.training.utsa.edu

TIME & ABSENCE REPORTING FOR NON-EXEMPT EMPLOYEES - PAPER
(INTERIM PROCESS) (IP 306.01)
Available online at www.training.utsa.edu

TIME & ABSENCE REPORTING FOR EXEMPT EMPLOYEES - SHARE-
POINT (INTERIM PROCESS) (IP 307.01)
Available online at www.training.utsa.edu

TIME & ABSENCE REPORTING FOR NON-EXEMPT EMPLOYEES - SHARE-
POINT (INTERIM PROCESS) (IP 308.01)
Available online at www.training.utsa.edu

TRAVEL ADVANCE PROCESS (PS 309)
Thurs., February 7 9:00 - 10:30  NPB 1.412
Wed., March 20 9:00 - 10:30  TBA - Downtown

TRAVEL AUTHORIZATION WORKFLOW (PS 307)
Available online at www.training.utsa.edu

TRAVEL REIMBURSEMENT PROCESS (PS 310) (FORMERLY AM 572 AND PS 204)
Tues., February 19 9:00 - 11:30  NPB 1.412
Tues., March 26 9:00 - 11:30  TBA - Downtown

UTSHARE/PEOPLESOF TIMEKEEPER TIME AND ABSENCE REPORTING
(PS 300.01)
Fri., January 18 8:15 - 12:00  NPB 1.412
Fri., February 15 8:15 - 12:00  NPB 1.412
Thurs., March 14 8:15 - 12:00  NPB 1.412
Thurs., April 11 8:15 - 12:00  NPB 1.412

SAFETY

BACKHOE/LOADER OPERATIONS & SAFETY (SA 548)
AD HOC classroom sessions available. Email: kristee.phelps@utsa.edu

DEFENSIVE DRIVING AWARENESS (SA 505)
Available online at www.training.utsa.edu

HAZARD COMMUNICATION & THE ARTS (SA 488)
AD HOC classroom sessions available. Email: amanda.haley@utsa.edu

HAZARD COMMUNICATIONS & LABORATORY SAFETY (SA 443.01)
AD HOC classroom sessions available. Email: amanda.haley@utsa.edu

HAZARDOUS WASTE GENERATOR TRAINING (SA 401)
AD HOC sessions are available. Email richard.garza@utsa.edu

HEARTSAVER FIRST AID, CPR AND AED (FORMERLY CPR/FIRST AID) SA 475
Fri., January 25 9:00 - 4:00  NPB 1.408
Fri., February 22 9:00 - 4:00  TBA - Downtown
Fri., March 22 9:00 - 4:00  SU 2.01.36
Fri., April 19 9:00 - 4:00  TBA - Downtown

LASER SAFETY TRAINING (SA 465)
Available online at https://mytraining.utsa.edu.
AD HOC sessions are available, email amanda.haley@utsa.edu

NON-RESEARCHER BLOODBORNE PATHOGENS (SA 456)
Available online at www.training.utsa.edu

NON-RESEARCHER BLOODBORNE PATHOGENS ANNUAL
REFRESHER (SA 456r)
Available online at www.training.utsa.edu

OCCUPANT SAFETY IN PUBLIC ASSEMBLIES (SA 499)
AD HOC sessions are available, email: john.delahunt@utsa.edu or call Ext . 4420
SAFETY (cont.)

OFFICE ERGONOMICS (SA 472)
Available online at www.training.utsa.edu

RADIATION SAFETY (SA 433)
Available online at www.training.utsa.edu

RESEARCHER BIOLOGICAL SAFETY AND BLOODBORNE PATHOGENS (SA 483)
Available online at https://mytraining.utsa.edu

RESEARCHER BIOLOGICAL SAFETY AND BLOODBORNE PATHOGENS REFRESHER (SA 483r)
AD HOC sessions are available. Email: amanda.haley@utsa.edu

SKID-STEER OPERATION & SAFETY (SA 549)
AD HOC classroom sessions available. Email: kristee.phelps@utsa.edu or call Ext. 5167

UNIVERSAL WASTE TRAINING (SA 400)
AD HOC sessions are available. Email: richard.garza@utsa.edu

WORKERS’ COMPENSATION INSURANCE (SA 542)
Available online at www.training.utsa.eduAD HOC classroom sessions available. Email: john.delahunt@utsa.edu or call Ext. 4420

X-RAY SAFETY (SA 494)
Available online at www.training.utsa.eduAD HOC sessions are available. Email: amanda.haley@utsa.edu

STAFF DEVELOPMENT

ADMINISTRATIVE SUPPORT TOOLBOX SERIES
6-part series plus Orientation; 1 class offered each month; may be taken in any order.
Participants receive a certificate upon completion of all 6 courses at the Annual Administrative Support Toolbox Celebration April 24th, 2019

SUPERVISION (SD 241)
Wed., January 23 8:30 - 11:30 NPB 1.408

HUMAN RESOURCES PROCESSING (SD 240)
Thurs., February 21 8:30 - 12:00 NPB 1.408

ORIENTATION (SD 228)
Wed., March 27 8:30 - 11:00 NPB 1.408

ACADEMIC & RESEARCH (SD 322)
Tues., April 16 8:30 - 12:00 NPB 1.408

STUDENT LIFELINE (SD 245)
Wed., May 22 8:30 - 12:00 NPB 1.408

A TASTE OF FISH! - EXPLORE THE SYNERGY WHEN PEOPLE ARE COMMITTED TO THEIR JOBS AND TEAM MEMBERS (SD 300)
Tues., April 2 8:30 - 12:00 NPB 1.408

ACCOUNTABILITY: 4 STEPS TO PERSONAL SUCCESS BASED ON THE BEST SELLING BOOK: THE OZ PRINCIPLE (SD 619)
Thurs., February 28 8:30 - 12:00 NPB 1.408

ADVANCED ALLY TRAINING (SD 425)
Tues., April 16 2:00 - 4:00 NPB 1.408

BECOMING AN ALLY (SD 310)
Wed., March 6 1:00 - 4:00 NPB 1.408
Thurs., March 28 1:00 - 4:00 NPB 1.408

CAMPUS CONNECT: SUICIDE PREVENTION GATEKEEPER TRAINING (SD 626)
Thurs., February 7 10:00 - 1:00 SU 2.01.26
Thurs., March 14 11:00 - 2:00 TBA - Downtown
Tues., April 16 12:00 - 3:00 HSU 2.202
Wed., May 22 9:00 - 12:00 SU 2.01.24

CREATING YOUR OFFICE PROCEDURES MANUAL (SD 583)
Wed., May 8 9:00 - 11:30 NPB 1.408
**STAFF DEVELOPMENT (cont.)**

### CUSTOMER SERVICE MODEL (SD 302)
- Thurs., May 16
- 8:30 - 12:00
- NPB 1.408

### CUSTOMER SERVICE - STRATEGIES FOR DEMANDING SITUATIONS - PART 1 OF 2 (SD 426)
*Enroll in Part 1, T&D staff will enroll you in Part 2.
*Must attend both sessions
- Fri., March 1
- 8:30 - 11:30
- NPB 1.408

### CUSTOMER SERVICE - STRATEGIES FOR DEMANDING SITUATIONS - PART 2 OF 2 (SD 427)
- Fri., March 8
- 8:30 - 11:30
- NPB 1.408

### DIFFICULT PARTICIPANT BEHAVIORS - CLASSROOM MANAGEMENT SKILLS FOR SUBJECT MATTER EXPERTS (SMEs) (SD 376)
- Fri., April 26
- 8:30 - 10:30
- NPB 1.408

### DISCRIMINATION & SEXUAL HARASSMENT - YOUR ROLE AS A UTSA EMPLOYEE (SD 309)
- Fri., February 8
- 8:30 - 11:30
- NPB 1.408

### DIVERSITY AWARENESS M.E.E.T. ON COMMON GROUND (SD 308)
- Tues., April 9
- 8:30 - 11:30
- NPB 1.408

### EFFECTIVE EMAIL COMMUNICATION (SD 406)
- Fri., February 15
- 8:30 - 10:30
- NPB 1.408

### EMAIL PHISHING SCAMS - HOW TO AVOID THEM (SD 621)
- Tues., January 29
- 2:00 - 3:00
- NPB 1.408
- Fri., April 12
- 2:00 - 3:00
- NPB 1.408

### ENHANCED FOCUS TO INCREASE PRODUCTIVITY (SD 620)
- Tues., May 14
- 8:30 - 12:00
- NPB 1.408

### INTERNAL COMMUNICATION - WHO NEEDS TO KNOW? (SD 434)
- Wed., April 10
- 8:30 - 12:00
- NPB 1.408

### LIBRARY FOR STAFF: MAKE IT WORK FOR YOU (SD 420)
- Fri., March 22
- 9:30 - 11:30
- JPL 3.02.32A

### LISTENING FOR RESULTS (SD 304)
- Tues., May 7
- 8:30 - 12:00
- NPB 1.408

### PERSONAL DEVELOPMENT SERIES
Based on the book: The 7 Habits of Highly Effective People. **We encourage attendance at all 7 sessions for greatest impact.**

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### MEETINGS THAT GET RESULTS (SD 166)
- Fri., February 22
- 8:30 - 12:00
- NPB 1.408

### NEW EMPLOYEE DEVELOPMENT (SD 211)
- Wed., January 16
- 8:30 - 12:00
- NPB 1.408
- Wed., February 6
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- Wed., February 20
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- Wed., April 17
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- Wed., May 1
- 8:30 - 12:00
- NPB 1.408
- Wed., May 15
- 8:30 - 12:00
- NPB 1.408

### RED FLAG RULES (SD 428)
Available online at www.training.utsa.edu
SERVING THE STUDENT AS A CUSTOMER (SD 119)
Fri., March 22  
Fri., March 29  
Fri., April 5  
8:30 - 11:30  
NPB 1.408

STARS: AN OVERVIEW (SD 293)
For all hiring staff. To schedule this training, please call Human Resources, Ext. 4256.

STUDENT TRAVEL (SD 320)
Wed., March 6  
9:00 – 11:00  
SU 2.01.30
Wed., March 20  
2:00 – 4:00  
TBA - Downtown

SUBJECT MATTER EXPERT (SME) CLASSROOM MANAGEMENT (SD 377)
Thurs., February 14  
8:30 – 11:00  
NPB 1.408

TELECOMMUTING FOR EMPLOYEES (SD 331)
Tues., March 19  
8:30 – 11:00  
NPB 1.408

TIME MANAGEMENT AND ORGANIZATIONAL TOOLS (SD 216)
Wed., January 30  
8:30 – 12:00  
NPB 1.408

WHO MOVED MY CHEESE? (SD 250) You must attend BOTH sessions.  
*Enroll in Part 1, T& D staff will enroll you in Part 2.*
Part 1  
Thurs., January 17  
8:30 - 11:00  
NPB 1.408
Part 2  
Thurs., January 24  
8:30 - 11:00  
NPB 1.408

STUDENT AFFAIRS STAFF – TRUE COLORS (SD 410)
*FOR STUDENT AFFAIRS STAFF ONLY*
Thurs., March 28  
9:00 - 11:00  
HSU 1.102
Wed., April 17  
3:00 - 5:00  
HSU 1.102

SUPERVISORY

ADA ACCOMODATIONS FOR SUPERVISORS (SU 591)
Available online at www.training.utsa.edu

AFFIRMATIVE ACTION FOR HIRING MANAGERS & SUPERVISORS (SU 591)  
Available online at www.training.utsa.edu

ART OF COMMUNICATION FOR MANAGERS AND SUPERVISORS CONFLICT RESOLUTION (SU 589)
Tues., April 30  
8:30 - 12:00  
NPB 1.408

DISCRIMINATION AND SEXUAL HARASSMENT- YOUR ROLE AS A UTSA SUPERVISOR (SU 317)
Fri., January 18  
8:30 - 11:30  
NPB 1.408

DISCRIMINATION PREVENTION: APPLIED LEARNING SCENARIOS (SU 330) (Prerequisite: SU 317)
Thurs., January 31  
8:30 - 11:30  
NPB 1.408
Thurs., March 21  
8:30 - 11:30  
NPB 1.408

HIRING AT UTSA - A 3-STEP PROCESS TO SUCCESS
STEP 1. RECRUITING & SELECTION (SU 512)
Thurs., April 4  
8:30 - 12:00  
NPB 1.416

STEP 2. STARS HIRING PROCESS (SU 513)
Thurs., April 11  
8:30 - 12:00  
NPB 1.416

STEP 3. BEHAVIORAL INTERVIEWING (SU 514)
Thurs., April 18  
1:00 - 4:30  
NPB 1.416

PERFORMANCE EVALUATION - ASSESSMENT/CONDUCTING THE REVIEW (SU 316)
Fri., January 11  
9:00 - 10:30  
NPB 1.416
Fri., January 25  
9:00 - 10:30  
BV 4.301B - Downtown

RISK MANAGEMENT - INTRODUCTION AND PLANNING (SU 375)
AD HOC sessions available by contacting: john.delahunt@utsa.edu at Ext. 4420

RISK MANAGEMENT - LOSS PREVENTION & LOSS CONTROL (SU 377)
AD HOC sessions available by contacting: john.delahunt@utsa.edu at Ext. 4420

RISK MANAGEMENT - RISK TRANSFER (SU 376)
AD HOC sessions available by contacting: john.delahunt@utsa.edu at Ext. 4420
SUPERVISORY SERIES

All Classes are held in NPB 1.408 from 8:30 to 12:00.
Enroll in SU 500, Training Staff will enroll you in SU 500-505
*Must attend all 6 sessions and complete project to receive certificate.*

**Tues., January 15**  Leadership Skills for Supervisors  SU 500
**Tues., January 22**  Influence and Situational Leadership for Supervisors  SU 501
**Tues., January 29**  Motivation and Communication for Supervisors  SU 502
**Tues., February 5**  Delegation, Training and Coaching for Supervisors  SU 503
**Tues., February 12**  Teams for Supervisors  SU 504
**Tues., February 19**  Strategic Planning for Supervisors  SU 505

TEAM DEVELOPMENT: FROM GOOD TO GREAT (SU 593)
You must attend BOTH sessions.
*Enroll in Part 1, T&D staff will enroll you in Part 2.*

**Part 1**  Thurs., May 23  8:30 - 12:00  NPB 1.408
**Part 2**  Thurs., May 30  8:30 - 12:00  NPB 1.408

TRAINING PLANS - A TOOL FOR CREATING SUCCESS (SU 331)
**Thurs., February 7**  8:30 - 10:00  NPB 1.408

WORK-STUDY PROGRAM SUPERVISOR TRAINING (SU 508)
**Mon., January 7**  11:00 - 12:00  NPB 1.408
**Fri., March 15**  11:00 - 12:00  NPB 1.408
**Fri., May 10**  11:00 - 12:00  NPB 1.408

“Education is the most powerful weapon which you can use to change the world.” - Nelson Mandela

LEARN, IMPROVE...PASS IT ON!