<table>
<thead>
<tr>
<th>Course Title/Class Format (Alphabetical)</th>
<th>Course Summary</th>
<th>Audience/Instructor</th>
<th>Optional or Required</th>
<th>Date/Time/Location</th>
<th>How to Sign Up</th>
</tr>
</thead>
</table>
| New Employee Orientation (Classroom)   | Starting a new job can be both exciting and perplexing in the first days. Join other new employees in an orientation to UD and gain insight into how to make your first days and weeks more productive and informed. | All new employees (Janette Bell) | Required | Upcoming Sessions:  
Date: June 15, 2015  
Time: 10:00 a.m. - 12:00 p.m.  
Location: Haggar Boardroom  
Date: July 13, 2015  
Time: 10:00 a.m. - 12:00 p.m.  
Location: Haggar Boardroom | New Employees are automatically signed up to participate in New Employee Orientation sessions. If you are not a new employee but would like to participate in the Orientation, please contact Janette Bell in Human Resources. Email: jmbell@udallas.edu Phone: 972.721.4054. |
| Performance Evaluation Training        | This course will introduce managers and supervisors to UD’s new performance evaluation process; and provide them with the basic tools needed to conduct effective performance evaluations. At the end of this course, you will understand the University’s new process for performance evaluations, identify the importance and benefits of performance evaluations, plan for effective performance discussions, and set effective performance goals. | Supervisors/Managers (Janette Bell) | Required | Multiple Sessions Offered:  
Date: June 3, 2015  
Time: 2:00 p.m. - 3:00 p.m.  
Location: Gorman D  
Date: June 4, 2015  
Time: 3:00 p.m. - 4:00 p.m.  
Location: Gorman D  
Date: June 8, 2015  
Time: 10:00 a.m. - 11:00 a.m.  
Location: Gorman D  
Date: June 9, 2015  
Time: 9:00 a.m. - 10:00 a.m.  
Location: Gorman D  
Date: June 10, 2015  
Time: 2:00 p.m. - 3:00 p.m.  
Location: Gorman D | To sign up, please contact Janette Bell in Human Resources. Email: jmbell@udallas.edu Phone: 972.721.4054. |
| Fire Safety in the Workplace (Classroom) | This annually occurring class is open to all who are interested. It covers fire safety in the workplace, and after the class, a fire extinguisher lab will be held in the back yard of Facilities. Each person will have a chance to extinguish a real fire with an extinguisher. | All Staff (Josh Brands, Irving Fire Department) | Optional | Date: June 10, 2015  
Time: 8:00 a.m. - 9:30 a.m.  
Location: Facilities Shop | To sign up, please contact Steve Serna in Facilities Email: worders@udallas.edu Phone: 972.721.5296 |
| Hazardous Signage Recognition (Classroom) | This short class will cover typical signage and sign colors and their meanings as they relate to the workplace. If you have never taken a course like this before it will be interesting. Even the colors of a sign have a meaning behind them. It would be good as a general knowledge for anyone who sees construction or chemical hazard signage in their work area. | All Staff (Steve Serna) | Optional | Date: July 22, 2015  
Time: 7:30 a.m. - 8:30 a.m.  
Location: Facilities Shop | To sign up, please contact Steve Serna in Facilities Email: worders@udallas.edu Phone: 972.721.5296 |
<table>
<thead>
<tr>
<th>Course Title/Class Format (Alphabetical)</th>
<th>Course Summary</th>
<th>Audience/Instruction</th>
<th>Optional or Required</th>
<th>Date/Time/Location</th>
<th>How to Sign Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategies for Managing Challenging Behavior</td>
<td>As a supervisor and/or manager, you have an extremely challenging role. Managing people requires a unique set of skills, which include managing problematic or challenging behaviors. In this training you will learn how to identify challenging behaviors in the workplace and how these behaviors may impact job performance. You will also learn strategies to deal with these behaviors, as well as what to avoid.</td>
<td>Supervisors/Manager (Magellan EAP Instructor)</td>
<td>Optional</td>
<td>Coming in July; stay tuned for exact date!</td>
<td>Sign up information will be posted when training date has been determined.</td>
</tr>
<tr>
<td>Managing Your Stress for Health and Wellness</td>
<td>Stress has both short and long-term effects on our health and wellness. This training looks at how the way we think can influence our stress levels and provides quick stress management tips which are compatible with today’s busy lifestyle.</td>
<td>All Staff (Magellan EAP Instructor)</td>
<td>Optional</td>
<td>Coming in Early August; stay tuned for exact date!</td>
<td>Sign up information will be posted when training date has been determined.</td>
</tr>
<tr>
<td>Technology Training: Access, Adobe Acrobat, Excel, OneNote, Outlook, PowerPoint, Project, Visio, or Word (Online or Classroom)</td>
<td>The University purchased a limited number of training vouchers for interested employees. Vouchers are limited to two per employee, per fiscal year. Please review the <a href="#">New Horizons Course Catalog</a> for a list of available classes. Use the search box to find specific courses [e.g. Access].</td>
<td>Faculty/Staff (Online or external classes offered through New Horizons)</td>
<td>Optional</td>
<td>Many Options Available</td>
<td>To sign up, please complete and submit the Employee Training Authorization form to Human Resources. Go to the <a href="#">Human Resources Forms</a> web page to download the form.</td>
</tr>
</tbody>
</table>

**Coming Soon:** Anti-Harassment Training, Conflict Management, Behavioral Interviewing.