Take our offerings in the direction of your goals.

LEARN THE NEW SKILLS YOU NEED
PERFORM YOUR BEST TO MAKE AN IMPACT
LEAD WITH VISION AND CONFIDENCE
Exploring is easy. Go to northwestern.edu/hr/workplace-learning to find our current offerings (spring’s are listed above) and enroll. Check the site regularly—registration stays open until places fill.

Workshops take place each week. Many are just an hour or two, others one or two days, while a series can span several months. All are right priced, right timed, and right on campus.

LEARN

New Employee Onboarding • Orientation • Benefits

University Business Processes • Introduction to Northwestern Business Processes • Effective Business Operations • Purchasing and Payments

Regulatory Compliance • DCFS Reporting • FERPA • PCI DSS

Security Awareness • Preventing Sexual Misconduct and Sex Discrimination

Career Development • Managing Your Career • Managing Development Planning™

Communication • Crucial Conversations® • Speaking with Confidence and Clarity • Mastering Your Presentations

Marketing Communications • Writing for the Web • Writing Difficult Messages • Proofread like a Pro

Computer Applications for Visual Communication Design • InDesign • Photoshop • PowerPoint

Data Management and Analysis • Access • Excel • SharePoint

Productivity • Getting Things Done®

PERFORM

Performance Excellence • Giving and Receiving Feedback • Leading Performance Discussions • Setting Objectives

LEAD

Leadership Fundamentals

Crucial Accountability®

Managing Development Planning™

Leadership and Management Series: The Art and Science of Leadership • Hiring and Managing for Performance Excellence • Giving Feedback • HR Toolkit for Managers • Crucial Accountability® • Managing Development Planning™

Staff Leadership

Leader as Coach

Don’t forget lynda.com—learn anytime, anywhere!