LEARNING & ORGANIZATION DEVELOPMENT

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
**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
- Grace Under Pressure
- Interacting with Customers

**Marketing Communications**
- Writing for the Web
- Writing for Results
- Better Business Grammar and Usage
- Leveraging Social Media

**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
- Setting Objectives

**LEAD**

**Leadership and Management Series:**
- The Art and Science of Leadership
- Hiring and Managing for Performance Excellence
- Delegating
- HR Toolkit for Managers
- Crucial Accountability®

**Managing Development Planning™**

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**Exploring is easy.** Go to northwestern.edu/hr/workplace-learning to find our current offerings (this quarter’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.

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