Workplace learning and advancement opportunities in the area of Leadership and Management include a newly revamped flagship workshop series—offered from January through May in Evanston (HRD950) and from July through November in Chicago (HRD900)—that provides a foundation of leadership principles and tools for frontline supervisors and managers (with direct reports) at Northwestern.

**HRD900  Leadership and Management Series**
Participants register to complete the entire series on either campus for $1,245. Continental breakfast and lunch are provided at each workshop. Workshops are sequential and may not be taken individually.

- **Part 1** The Art and Science of Leadership
  Jan. 14, 8:45 a.m.–5 p.m., EV

- **Part 2** Hiring and Managing for Performance Excellence
  Feb. 2, 8:45 a.m.–5 p.m., EV

- **Part 3** Giving Feedback/HR Toolkit for Managers
  March 8, 8:45 a.m.–5 p.m., EV

- **Part 4** Crucial Accountability®
  Two-session workshop
  April 5 & 12, 8:45 a.m.–5 p.m., EV

- **Part 5** Managing Development Planning™
  May 11, 8:45 a.m.–5 p.m., EV

**Organization Development**
Our customized workshops, consulting, facilitation, and coaching help groups and organizations at Northwestern improve their effectiveness, efficiency, and engagement in key areas, including:

- Strategic planning
- Process improvement
- Communication
- Team building

If you head a unit at the University and would like to learn more about customized organization development services, please contact the Learning & Organization Development Division at workplace-learning@northwestern.edu or 847-467-5081.

**University Business Processes**
Business Processes online learning modules use real-life scenarios from Northwestern’s business environment to inform employees about the University’s major business processes, policies, and procedures.

To access the modules, follow the instructions at northwestern.edu/hr/workplace-learning/business-processes. Modules are available 24/7, and there are no fees.

HRD700  Introduction to University Business Processes
HRD705  Effective Business Operations: A Guide to Internal Controls
HRD715  Purchasing and Payments: Introduction and Overview

**Regulatory Compliance**
Regulatory Compliance online learning modules explore Northwestern’s adherence to safety and security laws, regulations, and guidelines.

To access the modules, follow the instructions at northwestern.edu/hr/workplace-learning/regulatory-compliance.html. Modules are available 24/7, and there are no fees.

HRD780  FERPA Training
HRD723  PCI DSS Security Awareness Education

**Career Planning**
Career Planning offerings can help employees and managers engage in mutually beneficial development conversations. Workshops emphasize discovery of motivated strengths and strategies for aligning them with the needs of current and future positions at Northwestern.

HRD835  Writing an Effective Résumé
  Dec. 15, noon–1 p.m., EV

HRD845  Interviewing for Success
  Jan. 11, noon–1 p.m., EV

HRD875  Managing Your Career
  Jan. 15, 8:45 a.m.–4:30 p.m., CH
  Feb. 23, 8:45 a.m.–4:30 p.m., EV

**Performance Excellence**
The Performance Excellence Process helps individuals and organizations at Northwestern realize their goals. It encourages leaders and teams to set priorities—to decide what needs to be done and how—and become more effective, efficient, and engaged on the job.

Please visit northwestern.edu/hr/workplace-learning/performance-excellence to discover valuable online tools and resources that will aid you in setting objectives and in understanding Northwestern’s Performance Excellence Process. In addition, attending NEO Part 2, a New Employee Orientation offering, is highly recommended for new hires as well as employees with years of service; see description on page 4.

**Workplace Skills**
Offerings in the Workplace Skills lineup vary from quarter to quarter. Workshops offered at other times of the year are listed online.

Fees vary; refer to the schedule of offerings on pages 5–6.

HRD500  Better Business Grammar and Usage
  Two-session workshop
  Jan. 22 & 29, 8:30 a.m.–noon, EV

HRD960  Crucial Conversations®
  Two-session workshop
  Jan. 12 & 19, 9 a.m.–4 p.m., EV
  Feb. 9 & 16, 9 a.m.–4 p.m., CH

HRD645  Getting Things Done®
  Jan. 20, 9 a.m.–4 p.m., EV

HRD660  Grace under Pressure
  Dec. 3, 9 a.m.–12:30 p.m., EV
  Feb. 25, 9 a.m.–12:30 p.m., CH

HRD675  Interacting with Customers
  Dec. 3, 1:30–4 p.m., EV
  Feb. 25, 1:30–4 p.m., CH

HRD565  Intermediate Writing for the Web
  Jan. 13, 1–2:30 p.m., EV
  Feb. 25, 1–3 p.m., CH

HRD572  Leveraging Social Media
  Feb. 3, noon–1:30 p.m., CH

HRD632  Mastering Your Presentations
  Two-session workshop
  Jan. 21 & 22, 9 a.m.–4 p.m., EV

HRD650  Project Management Essentials
  Jan. 26, 9 a.m.–4 p.m., CH

HRD630  Speaking with Confidence and Clarity
  Jan. 7, 9 a.m.–4 p.m., CH
  Feb. 11, 9 a.m.–4 p.m., EV

HRD530  Writing for Results
  Feb. 19, 9 a.m.–4 p.m., CH
Computer Applications

Applications are Windows based unless otherwise noted. Fees vary; refer to the schedule of offerings on pages 5–6.

HRD107  Access 2013: Enter, View, Find Data
Dec. 4, 9 a.m.–noon, EV
Jan. 26, 1–4 p.m., CH

HRD117  Access 2013: Building a Database—Design, Tables, Queries, Forms, and Reports
Dec. 15 & 16, 9 a.m.–4 p.m., CH
Jan. 13 & 14, 9 a.m.–4 p.m., EV

HRD127  Access 2013: Advanced
Prerequisite: HRD107 or equivalent skills
Feb. 18, 9 a.m.–4 p.m., EV

HRD205  Acrobat XI
Dec. 9, 9 a.m.–4 p.m., EV

HRD252  Dreamweaver
Dec. 7, 9 a.m.–4 p.m., EV
Jan. 11, 9 a.m.–4 p.m., EV

HRD271  Dreamweaver: Newsletters
Prerequisite: HRD252 or equivalent skills
Feb. 3, 9 a.m.–noon, EV

HRD159  Excel 2013: Beyond the Basics
Dec. 1, 9 a.m.–4 p.m., EV
Jan. 7, 9 a.m.–4 p.m., CH
Feb. 2, 9 a.m.–4 p.m., EV

HRD167  Excel 2013: Advanced Functions
Prerequisite: HRD159 or equivalent skills
Feb. 16, 9 a.m.–4 p.m., EV

HRD178  Excel 2013: Charts and Dashboards
Prerequisite: HRD159 or equivalent skills
Dec. 17, 1–4 p.m., EV
Jan. 28, 1–4 p.m., CH

HRD188  Excel 2013: Sorting, Filtering, Subtotals, and Pivot Tables
Prerequisite: HRD159 or equivalent skills
Dec. 17, 9 a.m.–noon, EV
Jan. 28, 9 a.m.–noon, CH

HRD216  Illustrator: Level 1
Prerequisite: intermediate computer skills
Jan. 4, 9 a.m.–4 p.m., EV

HRD223  Illustrator: Level 2
Prerequisite: HRD216 or equivalent skills
Feb. 1, 9 a.m.–4 p.m., EV

HRD208  InDesign: Level 1
Prerequisite: intermediate computer skills
Dec. 14, 9 a.m.–4 p.m., EV

HRD209  InDesign: Level 2
Prerequisite: HRD208 or equivalent skills
Jan. 18, 9 a.m.–4 p.m., EV

HRD224  Lync 2013
Jan. 6, 9 a.m.–noon, EV

HRD300  Office Fundamentals
Jan. 29, 9 a.m.–4 p.m., CH

HRD427  Office 2013 for Power Users
Feb. 17, 9 a.m.–4 p.m., EV

HRD222  Publisher
Prerequisite: intermediate computer skills
Jan. 8, 9 a.m.–4 p.m., EV

HRD235  SharePoint 2013
Dec. 2, 9 a.m.–noon, EV
Jan. 27, 1–4 p.m., CH

HRD232  Visio 2013
Prerequisite: intermediate computer skills
Jan. 5, 9 a.m.–4 p.m., CH

HRD317  Word 2013: Mail Merge
Jan. 25, 9 a.m.–noon, EV
Feb. 19, 9 a.m.–noon, CH

One-on-One and Group Coaching in Computer Applications

Learning & Organization Development offers individual and customized group coaching to complement our traditional computer applications workshops. Through individually scheduled one-on-one sessions conducted at their desks, participants improve how they work on their own computers. We provide coaching in Creative Cloud Database design Office 2010, 2011, 2013 Publisher Visio Windows/Mac OS.

To schedule one-on-one coaching or to inquire about customized group coaching and fees, please contact Learning & Organization Development at 847-467-5081 or workplace-learning@northwestern.edu.

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**READY TO REGISTER?**

Go to [northwestern.edu/hr/workplace-learning](http://northwestern.edu/hr/workplace-learning) to request enrollment. You’ll receive email acknowledgment of your request, and enrollment confirmation will be sent once your FASIS training approver has provided authorization. Enrollment usually requires a chart string, but any participant may pay by check. There are no refunds for cancellations, but you may offer your seat to a colleague if you’re unable to attend.

**LEARN ANYTIME, ANYWHERE WITH LYNDACOM.**

Lynda.com’s vast library of engaging video tutorials taught by recognized industry experts is available to the entire Northwestern community at no cost for you. Log in with your NetID and password using the link at [northwestern.edu/lynda](http://northwestern.edu/lynda).
New Employee Orientation

Providing need-to-know information about working at the University, New Employee Orientation (NEO) is the best and most efficient way for newcomers to get on board. For information about NEO and other tools for new employees and hiring managers, see northwestern.edu/hr/new-employees or call 847-467-5081.

NEO Part 1: Online Module is a learning module that provides an overview of Northwestern’s academic and working environment; University ethics, safety, and security policies; and the perks that faculty and staff enjoy. Viewing the module is recommended within the first month of hire; completion is kept on record. There is no fee or registration.

NEO Part 1: Benefits, a 2½-hour in-person session led by University benefits counselors, helps new employees understand, compare, and enroll in Northwestern’s health, life insurance, retirement savings, and tuition benefits plans. There is no fee or registration.

NEO Part 1: Benefits sessions take place on Wednesdays, 9:30 a.m.–noon, alternating between campuses:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 2</td>
<td>CH, Wieboldt 109</td>
</tr>
<tr>
<td>Dec. 9</td>
<td>EV, Norris 202</td>
</tr>
<tr>
<td>Dec. 16</td>
<td>CH, Wieboldt 109</td>
</tr>
<tr>
<td>Dec. 30</td>
<td>EV, Hardin Hall</td>
</tr>
<tr>
<td>Jan. 6</td>
<td>CH, Wieboldt 109</td>
</tr>
<tr>
<td>Jan. 13</td>
<td>EV, Chambers Hall Lower Level</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>CH, Wieboldt 109</td>
</tr>
<tr>
<td>Jan. 27</td>
<td>EV, Ruan Conference Center - Lower Level</td>
</tr>
<tr>
<td>Feb. 3</td>
<td>CH, Wieboldt 109</td>
</tr>
<tr>
<td>Feb. 10</td>
<td>EV, Norris 203</td>
</tr>
<tr>
<td>Feb. 17</td>
<td>CH, Wieboldt 109</td>
</tr>
</tbody>
</table>

NEO Part 2 features a Northwestern leader who shares an insightful perspective on the University’s current state and future direction. Segments of the daylong event introduce the University’s policies on sexual harassment, its Standards for Business Conduct, and the Performance Excellence Process. A lunch reception with employee-mentors doubles as a networking opportunity.

Attendance at NEO Part 2 is recommended two to four months from date of hire or anytime thereafter. Seating is limited and registration is required; a $50 no-show/cancellation fee applies. For information on upcoming sessions, visit northwestern.edu/hr/new-employees.

Employee Recognition

Service Excellence Awards

When “thank you” just isn’t enough, there’s the Service Excellence Award. Any member of the University community may nominate an employee to be recognized. The employee’s supervisor reviews the nomination to confirm that the award is deserved. The nomination form is online at northwestern.edu/hr/policies-forms/forms/employee-recognition/service_excellence_form.docx.

Length-of-Service Recognition

Staff members who have dedicated many years of service to Northwestern are those whose knowledge, expertise, and mentoring are sought out, and they deserve gratitude and recognition. A commemorative lapel pin is conferred for every five years of continuous service. At 20 years and every five years thereafter, staff members are recognized publicly at the University’s annual Staff Service Recognition Luncheon.

Employee of the Year

A staff member who goes above and beyond others in commitment and service to the University can be nominated for Employee of the Year. Every year one staff member is selected by a committee that reviews the nominations. Staff who have been at the University for at least three years and did not win in the previous year’s program are eligible. Finalists and the winner are honored at Northwestern’s annual Staff Service Recognition Luncheon. See northwestern.edu/hr/hr-services/employee-recognition. For more information, call 847-491-7509 or email maudell-gaines@northwestern.edu. A free workshop offering tips for preparing submissions is offered yearly.

Community Building

Northwestern’s community-building offerings connect employees to the University’s research and teaching missions. They affirm the value of strengthening our workforce by supporting already thriving employee communities and encouraging the growth of new forms of and spaces for engagement. For more information, visit northwestern.edu/hr/workplace-learning/northwestern-will-initiatives/community-building.

Additional Opportunities

Members of the Northwestern community can find additional learning and development opportunities in the following areas by going to northwestern.edu/hr/workplace-learning/additional-opportunities.html.

- Accent and dialect modification
- Athletics and recreation
- Clinical research education
- Finance, facilities, research administration
- Office for Research
- Payroll
- Room and Event System
- Searle Center for Advanced Learning and Teaching
- Sexual Harassment Prevention Office
- Student Enterprise System
- University Services

CONTACT US

Learning & Organization Development
555 Clark Street
Evanston, Illinois 60208-1225
847-467-5081
workplace-learning@northwestern.edu
northwestern.edu/hr/workplace-learning
 NUHRLearning
<table>
<thead>
<tr>
<th>When</th>
<th>Code</th>
<th>Title</th>
<th>Where</th>
<th>Fee</th>
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<tbody>
<tr>
<td><strong>December</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec. 1, 9 a.m.–4 p.m.</td>
<td>HRD159</td>
<td>Excel 2013: Beyond the Basics</td>
<td>EV, Parkes 127</td>
<td>$165</td>
</tr>
<tr>
<td>Dec. 2, 9 a.m.–noon</td>
<td>HRD235</td>
<td>SharePoint 2013</td>
<td>EV, Parkes 127</td>
<td>$115</td>
</tr>
<tr>
<td>Dec. 3, 9 a.m.–12:30 p.m.</td>
<td>HRD660</td>
<td>Grace under Pressure</td>
<td>EV, Norris 203</td>
<td>None*</td>
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<td>Dec. 3, 9 a.m.–4 p.m.</td>
<td>HRD211</td>
<td>Photoshop: Level 1</td>
<td>EV, Parkes 127</td>
<td>$140</td>
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<td>Dec. 3, 1:30–4 p.m.</td>
<td>HRD675</td>
<td>Interacting with Customers</td>
<td>EV, Norris 203</td>
<td>$165</td>
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<tr>
<td>Dec. 4, 9 a.m.–noon</td>
<td>HRD107</td>
<td>Access 2013: Enter, View, Find Data</td>
<td>EV, Parkes 127</td>
<td>$115</td>
</tr>
<tr>
<td>Dec. 4, 1–4 p.m.</td>
<td>HRD332</td>
<td>Outlook 2013</td>
<td>EV, Parkes 127</td>
<td>$165</td>
</tr>
<tr>
<td>Dec. 7, 9 a.m.–4 p.m.</td>
<td>HRD252</td>
<td>Dreamweaver</td>
<td>EV, Parkes 127</td>
<td>$175</td>
</tr>
<tr>
<td>Dec. 9, 9 a.m.–4 p.m.</td>
<td>HRD205</td>
<td>Acrobat XI</td>
<td>EV, Parkes 127</td>
<td>$165</td>
</tr>
<tr>
<td>Dec. 10, 9 a.m.–4 p.m.</td>
<td>HRD366</td>
<td>PowerPoint: Introduction</td>
<td>CH, Wieboldt 415</td>
<td>$260</td>
</tr>
<tr>
<td>Dec. 11, 9 a.m.–4 p.m.</td>
<td>HRD412</td>
<td>Word 2013: Beyond the Basics</td>
<td>CH, Wieboldt 415</td>
<td>$165</td>
</tr>
<tr>
<td>Dec. 14, 9 a.m.–4 p.m.</td>
<td>HRD208</td>
<td>InDesign: Level 1</td>
<td>EV, Parkes 127</td>
<td>$175</td>
</tr>
<tr>
<td>Dec. 15 &amp; 16, 9 a.m.–4 p.m.</td>
<td>HRD117</td>
<td>Access 2013: Building a Database</td>
<td>CH, Wieboldt 415</td>
<td>$355</td>
</tr>
<tr>
<td>Dec. 17, 9 a.m.–noon</td>
<td>HRD188</td>
<td>Excel 2013: Sorting, Filtering, Subtotals, Pivot Tables</td>
<td>EV, Parkes 127</td>
<td>$115</td>
</tr>
<tr>
<td>Dec. 17, noon–1 p.m.</td>
<td>HRD835</td>
<td>Writing an Effective Resume</td>
<td>EV, Norris 102</td>
<td>None*</td>
</tr>
<tr>
<td>Dec. 17, 1–4 p.m.</td>
<td>HRD178</td>
<td>Excel 2013: Charts and Dashboards</td>
<td>EV, Parkes 127</td>
<td>$115</td>
</tr>
<tr>
<td>Jan. 4, 9 a.m.–4 p.m.</td>
<td>HRD216</td>
<td>Illustrator: Level 1</td>
<td>EV, Parkes 127</td>
<td>$175</td>
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<tr>
<td>Jan. 5, 9 a.m.–4 p.m.</td>
<td>HRD232</td>
<td>Visio 2013</td>
<td>CH, Wieboldt 415</td>
<td>$165</td>
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<tr>
<td>Jan. 6, 9 a.m.–noon</td>
<td>HRD224</td>
<td>Lync 2013</td>
<td>EV, Parkes 127</td>
<td>$115</td>
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<tr>
<td>Jan. 7, 9 a.m.–4 p.m.</td>
<td>HRD159</td>
<td>Excel 2013: Beyond the Basics</td>
<td>CH, Wieboldt 415</td>
<td>$165</td>
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<tr>
<td>Jan. 7, 9 a.m.–4 p.m.</td>
<td>HRD630</td>
<td>Speaking with Confidence and Clarity</td>
<td>CH, Wieboldt 262</td>
<td>$305</td>
</tr>
<tr>
<td>Jan. 8, 9 a.m.–4 p.m.</td>
<td>HRD222</td>
<td>Publisher</td>
<td>EV, Parkes 127</td>
<td>$175</td>
</tr>
<tr>
<td>Jan. 11, 9 a.m.–4 p.m.</td>
<td>HRD252</td>
<td>Dreamweaver</td>
<td>EV, Parkes 127</td>
<td>$175</td>
</tr>
<tr>
<td>Jan. 11, noon–1 p.m.</td>
<td>HRD845</td>
<td>Interviewing for Success</td>
<td>EV, Hardin Hall</td>
<td>None*</td>
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<tr>
<td>Jan. 12, 9 a.m.–4 p.m.</td>
<td>HRD212</td>
<td>Photoshop: Level 2</td>
<td>CH, Wieboldt 415</td>
<td>$140</td>
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<tr>
<td>Jan. 12 &amp; 19, 9 a.m.–4 p.m.</td>
<td>HRD960</td>
<td>Crucial Conversations®</td>
<td>EV, 555 Clark 1st Fl. Conference Room</td>
<td>$525#</td>
</tr>
<tr>
<td>Jan. 13, 1–2:30 p.m.</td>
<td>HRD565</td>
<td>Intermediate Writing for the Web</td>
<td>EV, 555 Clark 1st Fl. Conference Room</td>
<td>None</td>
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<tr>
<td>Jan. 13 &amp; 14, 9 a.m.–4 p.m.</td>
<td>HRD117</td>
<td>Access 2013: Building a Database</td>
<td>EV, Parkes 127</td>
<td>$355#</td>
</tr>
<tr>
<td>Jan. 14, 8:45 a.m.–5 p.m.</td>
<td>HRD900</td>
<td>Leadership and Management Series: Part 1</td>
<td>EV, Norris 203</td>
<td>$1,245/series•</td>
</tr>
<tr>
<td>Jan. 15, 8:45 a.m.–4:30 p.m.</td>
<td>HRD875</td>
<td>Managing Your Career</td>
<td>CH, Wieboldt 362</td>
<td>None*</td>
</tr>
</tbody>
</table>

*No-show/cancellation fee; chart string required to register

#Multisession workshop  

•Registration closed
<table>
<thead>
<tr>
<th>When</th>
<th>Code</th>
<th>Title</th>
<th>Where</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 15, 9 a.m.–4 p.m.</td>
<td>HRD413</td>
<td>Word 2013: Editing, Reviewing, Formatting</td>
<td>CH, Wieboldt 415</td>
<td>$165</td>
</tr>
<tr>
<td>Jan. 18, 9 a.m.–4 p.m.</td>
<td>HRD209</td>
<td>InDesign: Level 2</td>
<td>EV, Parkes 127</td>
<td>$175</td>
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<tr>
<td>Jan. 19, 9 a.m.–4 p.m.</td>
<td>HRD447</td>
<td>PowerPoint: Advanced</td>
<td>EV, Parkes 127</td>
<td>$260</td>
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<tr>
<td>Jan. 20, 9 a.m.–4 p.m.</td>
<td>HRD645</td>
<td>Getting Things Done®</td>
<td>EV, Norris 207</td>
<td>$285</td>
</tr>
<tr>
<td>Jan. 21 &amp; 22, 9 a.m.–4 p.m.</td>
<td>HRD632</td>
<td>Mastering Your Presentations</td>
<td>EV, Hardin Hall</td>
<td>$485#</td>
</tr>
<tr>
<td>Jan. 22 &amp; 29, 8:30 a.m.–noon</td>
<td>HRD500</td>
<td>Better Business Grammar and Usage</td>
<td>EV, Norris 208</td>
<td>$180#</td>
</tr>
<tr>
<td>Jan. 25, 9 a.m.–noon</td>
<td>HRD317</td>
<td>Word 2013: Mail Merge</td>
<td>EV, Parkes 127</td>
<td>$115</td>
</tr>
<tr>
<td>Jan. 26, 9 a.m.–noon</td>
<td>HRD217</td>
<td>OneNote 2013</td>
<td>CH, Wieboldt 415</td>
<td>$115</td>
</tr>
<tr>
<td>Jan. 26, 9 a.m.–4 p.m.</td>
<td>HRD650</td>
<td>Project Management Essentials</td>
<td>CH, Wieboldt 262</td>
<td>$250</td>
</tr>
<tr>
<td>Jan. 26, 1–4 p.m.</td>
<td>HRD107</td>
<td>Access 2013: Enter, View, Find Data</td>
<td>CH, Wieboldt 415</td>
<td>$115</td>
</tr>
<tr>
<td>Jan. 27, 9 a.m.–noon</td>
<td>HRD332</td>
<td>Outlook 2013</td>
<td>CH, Wieboldt 415</td>
<td>$165</td>
</tr>
<tr>
<td>Jan. 27, 1–4 p.m.</td>
<td>HRD235</td>
<td>SharePoint 2013</td>
<td>CH, Wieboldt 415</td>
<td>$115</td>
</tr>
<tr>
<td>Jan. 28, 9 a.m.–noon</td>
<td>HRD188</td>
<td>Excel 2013: Sorting, Filtering, Subtotals, Pivot Tables</td>
<td>CH, Wieboldt 415</td>
<td>$115</td>
</tr>
<tr>
<td>Jan. 28, 1–4 p.m.</td>
<td>HRD178</td>
<td>Excel 2013: Charts and Dashboards</td>
<td>CH, Wieboldt 415</td>
<td>$115</td>
</tr>
<tr>
<td>Jan. 29, 9 a.m.–4 p.m.</td>
<td>HRD300</td>
<td>Office Fundamentals</td>
<td>CH, Wieboldt 415</td>
<td>$165</td>
</tr>
<tr>
<td>Feb. 1, 9 a.m.–4 p.m.</td>
<td>HRD223</td>
<td>Illustrator: Level 2</td>
<td>EV, Parkes 127</td>
<td>$175</td>
</tr>
<tr>
<td>Feb. 2, 8:45 a.m.–5 p.m.</td>
<td>HRD900</td>
<td>Leadership and Management Series: Part 2</td>
<td>EV, Norris 203</td>
<td>$1,245/series•</td>
</tr>
<tr>
<td>Feb. 2, 9 a.m.–4 p.m.</td>
<td>HRD159</td>
<td>Excel 2013: Beyond the Basics</td>
<td>EV, Parkes 127</td>
<td>$165</td>
</tr>
<tr>
<td>Feb. 3, 9 a.m.–noon</td>
<td>HRD271</td>
<td>Dreamweaver: Newsletters</td>
<td>EV, Parkes 127</td>
<td>$115</td>
</tr>
<tr>
<td>Feb. 3, noon–1:30 p.m.</td>
<td>HRD572</td>
<td>Leveraging Social Media</td>
<td>CH, Wieboldt 262</td>
<td>None*</td>
</tr>
<tr>
<td>Feb. 9 &amp; 16, 9 a.m.–4 p.m.</td>
<td>HRD960</td>
<td>Crucial Conversations®</td>
<td>CH, Wieboldt 262</td>
<td>$525#</td>
</tr>
<tr>
<td>Feb. 11, 9 a.m.–4 p.m.</td>
<td>HRD630</td>
<td>Speaking with Confidence and Clarity</td>
<td>EV, Norris 207</td>
<td>$305</td>
</tr>
<tr>
<td>Feb. 16, 9 a.m.–4 p.m.</td>
<td>HRD167</td>
<td>Excel 2013: Advanced</td>
<td>EV, Parkes 127</td>
<td>$165</td>
</tr>
<tr>
<td>Feb. 17, 9 a.m.–4 p.m.</td>
<td>HRD427</td>
<td>Office 2013 for Power Users</td>
<td>EV, Parkes 127</td>
<td>$165</td>
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<tr>
<td>Feb. 18, 9 a.m.–4 p.m.</td>
<td>HRD127</td>
<td>Access 2013: Power Users</td>
<td>EV, Parkes 127</td>
<td>$165</td>
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<tr>
<td>Feb. 19, 9 a.m.–noon</td>
<td>HRD317</td>
<td>Word 2013: Mail Merge</td>
<td>CH, Wieboldt 415</td>
<td>$115</td>
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<tr>
<td>Feb. 19, 9 a.m.–4 p.m.</td>
<td>HRD530</td>
<td>Writing for Results</td>
<td>CH, Wieboldt 262</td>
<td>$140</td>
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<tr>
<td>Feb. 23, 8:45 a.m.–4:30 p.m.</td>
<td>HRD875</td>
<td>Managing Your Career</td>
<td>EV, Norris 202A</td>
<td>None*</td>
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<tr>
<td>Feb. 25, 9 a.m.–12:30 p.m.</td>
<td>HRD660</td>
<td>Grace under Pressure</td>
<td>CH, Wieboldt 262</td>
<td>None*</td>
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<tr>
<td>Feb. 25, 1–3 p.m.</td>
<td>HRD565</td>
<td>Intermediate Writing for the Web</td>
<td>CH, Wieboldt 262</td>
<td>None*</td>
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<tr>
<td>Feb. 25, 1:30–4 p.m.</td>
<td>HRD675</td>
<td>Interacting with Customers</td>
<td>CH, Wieboldt 262</td>
<td>$165</td>
</tr>
</tbody>
</table>

*No-show/cancellation fee; chart string required to register  
#Multisession workshop  
•Registration closed