Take our offerings in the direction of your goals.

LEARN THE NEW SKILLS YOU NEED

PERFORM YOUR BEST TO MAKE AN IMPACT

LEADS WITH VISION AND CONFIDENCE

Northwestern OFFICE OF HUMAN RESOURCES WINTER 2016/2017
**LEARN**

New Employee Onboarding Part I&II
- Benefits
- Orientation

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
- Coaching for Development

Communication
- Crucial Conversations
- Speaking with Confidence and Clarity

- Mastering Your Presentations
- Better Business Grammar

Marketing Communications
- Leveraging Social Media
- Writing for Results
- Writing for the Web
- Proofread like a Pro

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

Data Management and Analysis
- Access
- Excel
- SharePoint
- Visio

Productivity
- Getting Things Done

Customer Service
- Grace Under Pressure
- Interacting with Customers

**PERFORM**

Remember to update your annual plan.

**LEAD**

Leadership and Management Series:
New cohort begins in Spring 2017!
- The Art and Science of Leadership
- Hiring and Managing for Performance Excellence
- Delegating
- HR Toolkit for Managers
- Crucial Accountability
- Coaching for Development
- Leading High Performance Teams

Leadership Fundamentals:
Applications will open in February

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

* Our investment in developing our staff continues with special funding this year to fully subsidize the cost for select programs, marked with an asterisk above (*), resulting in no additional cost to schools and units.