

Supervisors' Learning Forum
Toolbox for Continuous Improvement:
How this can help me and my department
May 22 (9 am - 11am)

To register for a class visit:
hr.buffalo.edu/register
or click on the class below

Career & Personal Development Classes

Become a Better Communicator	June 19 (9am–3pm)
Build Relationships & Manage Conflict	June 14
Get What You Want: Win-Win Agreements	May 18
An Introduction to Critical Behavior Interviewing Skills	May 9 (9am–1pm)
Leverage Your DiSC Communication Style	May 24 (9am–1pm)
Myers Briggs Type Indicator: Work Across Personality Preferences	June 6 (9am–1pm)
Secrets to Better Business Writing	June 27 (9am–3pm)
Supervising the UB Way	June 14 AND June 20 (9am–1pm)
Time Management and Organizational Skills	June 26
Transitioning Through Change	June 13 (9am–12pm)

Orientation Programs

New Employee Orientation (to register call 645-7777)	Next Sessions: May 4 or May 17
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Contact the Organizational Development & Training Office
training@buffalo.edu
or 645-7777

Software & Computer Classes

Create a Newsletter using Publisher 2010	June 21 (am)
Create Electronic Forms using Adobe Acrobat 9	June 19 (am)
Create Forms and Reports in Access 2010	June 5 (am)
Display your Data using Charts & Graphs using Excel 2007/2010	May 23 (pm)
Increase Your Productivity using Outlook 2010	May 2 (pm)
Introduction to Access 2007	Part A May 17 (am) Part B May 24 (am)
Introduction to Excel 2007	Part A May 3 (am) Part B May 10 (am)
Introduction to Excel 2010	June 12 (pm)
Introduction to PowerPoint 2007	Part A June 20 (am) Part B June 27 (am)
Introduction to Publisher 2010	June 7 (am)
Introduction to Word 2010	June 6 (am)
Introduction to Word 2007	Part A May 16 (am) Part B May 23 (am)
Learn Basic Formulas using Excel 2007/2010	May 22 (pm)
Mastering a Mail Merge using Word 2007	May 30 (pm)