**LEARNING NETWORK**

**LEARNING OPPORTUNITIES: JULY 2017**

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**LUNCH & LEARN SERIES: DESIGNING YOUR FINANCIAL ROADMAP - JULY 12 - 12:30PM - 1:30PM - PRICE CENTER, ROOM 351**

This workshop will educate you on how to create a financial plan and how to save for other long & short-term goals you may have in addition to retirement. **Audience: Open to all members of the Einstein community. Click here to register**

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**LEADERSHIP ACADEMY: LEADING WITH EMOTIONAL INTELLIGENCE - JULY 12 - 9:30AM - 4:30PM - PRICE CENTER, ROOM 451**

Emotional intelligence (EI) is vital to being a high-performing member of any team. Leaders who are cool under fire, manage conflict well and inspire others are the ones who know their own emotional "triggers" and manage them well in the moment. Through discussion and practice, participants will develop skills to de-escalate and better handle emotionally charged situations. **Audience: Open to principal investigators, administrators, department heads, and faculty with administrative responsibilities. Click here to register**

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**TRANSACTIONAL PROCESSING: LABOR CHANGES & REDISTRIBUTION - JULY 13 - 3:00PM - 4:00PM - BELFER BUILDING, ROOM 1210**

This program will review the impact of a Labor Distribution EPAF and a Labor Redistribution (LRD). At the conclusion of the program, participants will understand the differences between the various labor distribution EPAFs as well as when a LRD is needed and the timeline to complete it. **Audience: Open to EPAF Administrators. Click here to register**

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**LEADERSHIP ACADEMY: BUILDING AND SUSTAINING TRUST - JULY 19 - 9:00AM - 1:00PM – PRICE CENTER, ROOM 451**

What does trust have to do with business success? Everything. Trust is directly linked to employee engagement, retention, productivity, and innovation. Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and commitment to team and organizational success. This course introduces Trust Builders, actions leaders take to build and sustain trusting relationships, as well as common Trust Breakers that can erode or quickly break trust. **Audience: Open to principal investigators, administrators, department heads, and faculty with administrative responsibilities. Click here to register**

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**NEW TIME & ATTENDANCE STANDARDS - JULY 25 - 10:00AM - 12:00PM - BELFER BUILDING, ROOM 1210**

New Time & Attendance Standards have been developed to assist department administrators, managers, and supervisors address attendance issues in a fair and consistent manner. These new standards will be implemented Einstein-wide for union represented employees effective July 1, 2017. This workshop will provide: an overview of the new standards in relation to our disciplinary process; hypothetical examples; guidelines for recordkeeping; and, reporting capabilities in Kronos. **Audience: Open to managers and faculty members with administrative responsibilities that manage union employees. Click here to register**

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**NETIQUETTE: WRITING PROFESSIONAL EMAILS - JULY 25 - 1:30PM - 2:30PM - WEBINAR**

Have you ever sent an e-mail message and instantly regretted it? Or maybe you’ve gone back and reread something you wrote, only to realize that it could easily be misunderstood? In this session, we use examples and exercises to illustrate how to craft your message for a specific audience, get to the point, and develop and maintain a professional email style. **Audience: Open to all members of the Einstein community. Click here to register**

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**LABOR RELATIONS TRAINING FOR MANAGERS AND SUPERVISORS - JULY 27 - 10:00AM - 12:00PM - BELFER BUILDING, ROOM 1210**

Obtain the tools to tackle employment challenges front-line supervisors and managers encounter and build knowledge to oversee contract regulations with conviction. At the conclusion of the program attendees will have an understanding of key labor/employee relations principles; working knowledge of policies & key collective bargaining agreement provisions; and an understanding of Einstein’s progressive discipline process and union rights. **Audience: Open to managers and faculty members with administrative responsibilities that manage union employees. Click here to register**