LUNCH & LEARN SERIES: GET A START AND SAVE FOR THE FUTURE YOU - OCTOBER 2 - 12:15PM TO 1:15PM - BELFER BUILDING, ROOM 1210
This workshop is designed for those who are not currently enrolled in the plan, or who are looking to understand more about how to finance their lifestyle in the future. Audience: Open to all members of the Einstein community. Click here to register

LEADERSHIP ACADEMY: MANAGING CONFLICT AT WORK - OCTOBER 3 - 9:00AM TO 5:00PM - MONTEFIORE - 3331 STEUBEN AVE, ROOM 2A
From small disagreements to outright verbal battles, conflict is a major source of stress and can easily overshadow all other productive aspects of the day-to-day business. Conflict simply wastes time, energy and money. Using the conflict tools provided, participants learn the true mechanics of conflict resolution and apply these tools to real-life situations. Audience: Open to principal investigators, administrators, department heads, and faculty with administrative responsibilities. Click here to register

OVERVIEW OF THE PERFORMANCE FEEDBACK PROGRAM (PFP) - OCTOBER 10 - 11:00AM TO 11:30AM - WEBINAR
This session will review the PFP cycle and what is expected of staff and managers. A demonstration of Halogen, the performance management system, is also provided. At the conclusion of the program, participants will be able to summarize key program components. Audience: Open to all eligible individuals* that participate in Einstein’s Performance Feedback Program. Click here to register
* Eligible individuals are defined as those employees not categorized as faculty or not covered by a union contract.

ePRO WORKSHOP - OCTOBER 11 - 1:00PM TO 3:00PM - PRICE CENTER, ROOM 351
This session will provide an overview of how to effectively use the system to purchase the items that your department needs and process reimbursements. At the end of the course, participants will be able to use the system information provided to complete tasks associated with purchasing goods and services with minimum direction. Audience: Open to all members of the Einstein community. Click here to register

HOW TO USE LYNDACOM - OCTOBER 17 - 11:30AM TO 12:15PM - BELFER BUILDING, ROOM 303
Einstein’s staff, students and faculty members have free unlimited access to Lynda.com, an industry leader in online training for all levels of learners. Lynda offers professional development and business skills such as MS Office, R Statistics and Presentation Fundamentals. This session will focus on how/where to access Lynda.com, basic overview of the site and simple best practices to incorporate learning into work and life. Audience: Open to all members of the Einstein community. Click here to register

TEAM MEMBER ORIENTATION - OCTOBER 18 - 2:00PM TO 3:00PM - BELFER BUILDING, ROOM 1210
Making new members feel welcomed and providing the necessary information to be successful are accomplished by a well-planned orientation. Learn more about Einstein by attending this overview of our new cultural orientation program that is being offered to new team members joining the Einstein community. Audience: Open to all members of the Einstein community. Click here to register

LABOR RELATIONS TRAINING FOR MANAGERS AND SUPERVISORS - OCTOBER 24 - 10:00AM TO 12:00PM - BELFER BUILDING, ROOM 1210
Obtain the tools to tackle employment challenges 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

CREATING SMART GOALS - OCTOBER 31 - 11:00AM TO 12:00PM, PRICE CENTER, ROOM 451
This workshop is designed to discuss and provide strategies for creating SMART goals that are achievable and appropriate and are aligned to the department’s and Einstein’s goals and success. At the end of the program, participants will understand and know how to write different types of goals including strategic, operational, job knowledge and development goals. Audience: Open to all eligible individuals* that participate in Einstein’s Performance Feedback Program. Click here to register
* Eligible individuals are defined as those employees not categorized as faculty or not covered by a union contract.

If you require an accommodation, please submit your request to the Learning Network no later than two weeks prior to the scheduled training program. Please be aware that dates and topics are subject to change. Notifications will be sent in advance of any changes and/or program cancellations.
LUNCH & LEARN SERIES: PRESERVING SAVINGS FOR FUTURE GENERATIONS - NOVEMBER 7 - 12:30PM TO 1:30PM - PRICE CENTER, ROOM 451
This workshop is designed to help you understand the importance of monitoring your portfolio, evaluating your current approach, and rebalancing your investments better to meet your savings goals. **Audience: Open to all members of the Einstein community.** [Click here to register]

ePRO WORKSHOP - NOVEMBER 8 - 1:00PM TO 3:00PM - PRICE CENTER, ROOM 451
This session will provide an overview of how to effectively use the system to purchase the items that your department needs and process reimbursements. At the end of the course, participants will be able to use the system information provided to complete tasks associated with purchasing goods and services with minimum direction. **Audience: Open to all members of the Einstein community.** [Click here to register]

OVERVIEW OF THE PERFORMANCE FEEDBACK PROGRAM (PFP) - NOVEMBER 9 - 3:30PM TO 4:00PM - WEBINAR
This session will review the PFP process cycle and what is expected of staff and managers. A demonstration of Halogen, the performance management system, is also provided. At the conclusion of the program, participants will be able to summarize key program components. **Audience: Open to all eligible individuals* that participate in Einstein's Performance Feedback Program.** [Click here to register]

TEAM MEMBER ORIENTATION - NOVEMBER 14 - 10:00AM TO 11:00AM - BELFER BUILDING, ROOM 1210
Making new members feel welcomed and providing the necessary information to be successful are accomplished by a well-planned orientation. Learn more about Einstein by attending this overview of our new cultural orientation program that is being offered to new team members joining the Einstein community. **Audience: Open to all members of the Einstein community.** [Click here to register]

LEADERSHIP ACADEMY: TRANSLATING STRATEGY INTO REALITY - NOVEMBER 15 - 9:00AM TO 4:00PM - MONTEFIORE CAMPUS - Moses TLC #1
Organizations are looking for leaders who can implement strategy from the middle. In this program leaders learn actions they can take to engage themselves and their team in executing priorities and how to overcome the challenges that interfere with effective strategy realization. **Audience:** Open to principal investigators, administrators, department heads, and faculty with administrative responsibilities. [Click here to register]

LEADERSHIP ACADEMY: LEARNING TO LEAD - NOVEMBER 20 - 9:00AM TO 4:00PM - MONTEFIORE CAMPUS (Yonkers, NY) - 200 CORPORATE DRIVE
The program content focuses on core Montefiore leadership skills such as communication, influence, coaching, team building and conflict management. Interactive and fast paced, participants learn and practice new skills through role plays and group discussions. **Audience: Open to principal investigators, administrators, department heads, and faculty with administrative responsibilities.** [Click here to register]

7 HABITS OF HIGHLY EFFECTIVE PROFESSIONALS - NOVEMBER 21 - 1:30PM TO 2:30PM - WEBINAR
All professionals will not have sustained and lasting success unless they are able to effectively lead themselves, influence, engage, collaborate with others and continuously enhance their skills. At the conclusion of this program participants will understand how to apply skills learned to improve organizational and personal effectiveness. **Audience: Open to all members of the Einstein community.** [Click here to register]

CREATING SMART GOALS - NOVEMBER 29 - 11:00AM TO 12:00PM - BELFER BUILDING, ROOM 1210
This workshop is designed to discuss and provide strategies for creating SMART goals that are achievable, appropriate and are aligned to the department’s and Einstein’s goals and success. At the end of the program, participants will know how to write different types of goals including strategic, operational, job knowledge and development goals. **Audience: Open to all eligible individuals* that participate in Einstein's Performance Feedback Program.** [Click here to register]

CONTINUOUS PROCESS IMPROVEMENT - NOVEMBER 30 - 9:00AM - 5:00PM - MONTEFIORE CAMPUS - 3331 Steuben / 2A
Using a case study and highly interactive process improvement simulation, this program overviews process improvement step by step and provides participants with hands-on experience using a variety of lean six sigma tools. Upon completion of this program attendees generally feel ready to jump into a continuous improvement project. **Audience: Open to principal investigators, administrators, department heads, and faculty with administrative responsibilities.** [Click here to register]