LEARNING NETWORK

PROGRAM SCHEDULE: FEBRUARY 2017

LAbOR CHANGES & REDISTRIBUTIONS - FEBRUARY 7 - 2:00PM - 3:30PM - 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 have a working knowledge of 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 and LRD Administrators. Click here to register

ePRO WORKSHOP - FEBRUARY 15 - 10:00AM - 12:00PM - PRICE CENTER, ROOM 251
ePRO is the College’s marketplace with preferred pricing catalogs from a large number of vendors. 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 College community. Click here to register

LUNCH & LEARN SERIES: MAKING THE MOST OF SOCIAL SECURITY - FEBRUARY 15 - 12:30PM - 1:30PM - PRICE CENTER, ROOM 351
Social Security was designed to replace a portion of your working income when you retire. In fact, the first check was issued back in 1940 to a woman in Vermont, for $22.54! Today, the average annual Social Security retirement benefit for a man is over $17,000, or about $1,469 a month, and for a woman, it’s about $13,500, or just over $1,100 a month. Without realizing it, most American workers claim their benefit either too early or use a strategy that is not optimal. In fact, there are over 2,000 rules but, you don’t have to know them all! Audience: Open to all members of the College community. Click here to register

NETIQUETTE: WRITING PROFESSIONAL E-MAILS - FEBRUARY 16 - 11:00AM - 12:00PM - WEBEx 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, examples and exercises will be used to illustrate how to craft your message for a specific audience, get to the point, and develop and maintain a professional email style. At the end of the course, participants will be able to demonstrate knowledge by writing effective and professional email messages. Audience: Open to all members of the College community. Click here to register

iLAB WORKSHOP - FEBRUARY 21 - 1:00PM - 2:30PM - D. SAMUEL GOTTESMAN LIBRARY - LIBRARY TRAINING ROOM
iLab is used by researchers at Einstein to schedule time on equipment or to make requests for specialized services offered by Einstein’s core facilities. Administrators use the system to provision researcher access to PI labs, control researcher access to indexes used to pay for services, access invoices for services rendered by cores and/or to make service requests from the Department of Security & Transportation (key copies, etc.). Audience: This session will cover administrative uses of the system. Click here to register

MAKING HIGH QUALITY DECISIONS - FEBRUARY 22 - 9:00AM - 1:00PM - NEW PROGRAM – MONTEFIORE LEADERSHIP DEVELOPMENT PROGRAM
Sound decision making in today’s tough healthcare environment demands much more than just coming up with or picking the best alternative or option. It requires analyzing potential problems or opportunities and making sound judgments based on data and analysis. This course teaches a logical decision-making process that addresses the critical elements needed for high-quality business decisions. Audience: principal investigators, administrators, department heads, and faculty with administrative responsibilities. Click here to register

FUNDAMENTALS OF PROJECT MANAGEMENT - FEBRUARY 24 - 1:00PM - 2:00PM - WEBEx WEBINAR
This program is for individuals who may need to perform project management activities in their job role on either a formal or informal basis. The course will cover the following topics: project methodology, lifecycle, sponsor, scope, scheduling, and developing a business case. At the end of the program, participants will be able to utilize course knowledge to build a transferable skill set applicable across various industries. Audience: Open to all employees. Click here to register

For additional information or questions, please contact Natasha Reid at Natasha.reid@einstein.yu.edu.