LUNCH & LEARN SERIES: FUNDAMENTALS OF RETIREMENT INCOME PLANNING - MARCH 12 - 12:30PM - 1:30PM - PRICE CENTER, ROOM 351
This workshop will teach you steps you can take today to boost your savings while you're still at work to prepare for your transition into retirement. **Audience: Open to all members of the College community.** [Click here to register](#)

iLAB WORKSHOP - MARCH 7 - 11:00AM - 12:30PM - D. SAMUEL GOTTESMAN LIBRARY - LIBRARY TRAINING ROOM - FORCHHEIMER 119N
Administrators use the iLab 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](#)

CHANGE TO JOB ASSIGNMENTS: TRANSFERS & PROMOTIONS - MARCH 14 - 10:00AM - 12:00PM - BELFER BUILDING, ROOM 1210
This program will review the various reasons for creating a change to job assignment EPAF as well as the process for transferring and promoting employees within and outside of their department. At the end of the program, participants will understand when it is appropriate to create this EPAF; when iCIMS is required; and have a working knowledge of the transfer and promotion process for all employee classes. **Audience: Open to EPAF Administrators.** [Click here to register](#)

LEADERSHIP ACADEMY: CHANGE MAP FOR LEADERS - MARCH 22 - 12:30PM- 1:30PM - PRICE CENTER, ROOM 451
This program prepares managers to lead teams through the change process. The course begins with an active discussion of the business case for change and how leaders need to identify and handle both the challenges and opportunities it presents. Using a five-stage behavior-based change model, managers begin to recognize where their teams are operating and how they can effectively intervene to move them toward being more productive. At the conclusion of the program, participants will have a working knowledge of strategies and techniques for planning and navigating individual and team conversations. **Audience: Open to principal investigators, administrators, department heads, and faculty with administrative responsibilities.** [Click here to register](#)

EPRO WORKSHOP - MARCH 23 - 1:00PM - 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 College community.** [Click here to register](#)

PROTECTING CONFIDENTIALITY AND PRIVACY - MARCH 28 - 1:00PM - 2:00PM - WEBINAR
This session covers various aspects of managing information and security, reporting incidents, as well as managing paper and electronic information. Topics covered include an overview of legal mandates (e.g., FERPA and HIPAA) and how to effectively manage requests for information. At the conclusion of the program, participants will be able to apply understanding of laws and policies to proactively store, secure & ensure privacy of student, faculty and staff personally identifying information. **Audience: This program is open to staff and faculty members with supervisory responsibilities.** [Click here to register](#)
LEARNING NETWORK

PROGRAM SCHEDULE: APRIL 2017

LUNCH & LEARN SERIES: IDENTIFYING AND PRIORITIZING YOUR SAVINGS GOAL- APRIL 4 - 12:30PM - 1:30PM - PRICE CENTER, ROOM 351
Creating a Budget  ●  Paying off Debt  ●  Having an Emergency Fund  ●  Saving for Multiple Goals  ●  Saving for Long and Short Term Goals. Audience: Open to all members of the College community. Click here to register

LEADERSHIP ACADEMY: YOUR LEADERSHIP JOURNEY - APRIL 12 - 12:30PM - 4:30PM - PRICE CENTER, ROOM 451
Making the transition from individual contributor to leader is both exciting and challenging. This course arms a new or prospective leader with the knowledge and skills needed to confront the challenges they face early in the transition. The course encourages the learner to think about the transition and how to best handle the challenges. They are introduced to three leadership differentiators that are most important to building a positive reputation. Audience: Open to principal investigators, administrators, department heads, and faculty with administrative responsibilities. Click here to register

NETIQUETTE: WRITING PROFESSIONAL EMAILS - APRIL 25 - 11:00AM - 12:00PM - 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 College community. Click here to register

LABOR RELATIONS TRAINING FOR MANAGERS AND SUPERVISORS - APRIL 27 - 10:00AM - 11:30AM - BELFER BUILDING, ROOM 1210
As a front-line supervisor or manager, you continuously face new employment challenges. Obtain the tools to tackle these challenges, and build knowledge to oversee contract regulations with conviction. Topics to be discussed include: Understanding key labor/employee relations principle; Working knowledge of policies and key collective bargaining agreement provisions; Understanding 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

TERMINATIONS AND LEAVE OF ABSENCE- APRIL 27 - 2:00PM - 4:00PM - BELFER BUILDING, ROOM 1210
This program will review the creation of the termination and leave of absence EPAFs. At the end of the program, participants will understand the various components of these EPAFs, the importance of communication and documentation and the impact of these events on other Human Resources and Payroll processes. Audience: Open to EPAF Administrators. Click here to register

If you require an accommodation, please submit your request to the Learning Network no later than two weeks prior to the scheduled training program.

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For additional information and questions, please contact Natasha Reid at natasha.reid@einstein.yu.edu or at 718-430-3348.
LEADERSHIP ACADEMY: LEARNING TO LEAD - MAY 10 - 9:30AM - 5:00PM - PRICE CENTER, ROOM 451
Using self-discovery diagnostics participants identify their own personal leadership and conflict styles. The program content focuses on core 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](#)

ePRO WORKSHOP - MAY 16 - 1:00PM - 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 College community.** [Click here to register](#)

EMPLOYMENT LAW PART I - MAY 19 - 1:00PM - 2:00PM - WEBINAR
The Employment Law program offers a comprehensive overview of federal, state and local employment laws and prepares managers to proactively respond to issues that may arise. Topics covered in the Employment Law Part I session include: Civil Rights Act of 1964, Equal Pay Act, Protected Classes, Equal Employment Opportunity, Age Discrimination in Employment and American’s with Disability Act. **Audience: This program is open to staff and faculty members with supervisory responsibilities.** [Click here to register](#)

WORKPLACE PROFESSIONALISM AND ETIQUETTE - MAY 24 - 12:30PM - 1:30PM - WEBINAR
Professionalism in the work place establishes boundaries between what is considered appropriate behavior and what is not, as well as promotes respect, accountability and minimizes conflict. This session will discuss: your image/presentation; how professionalism is strongly influenced by culture of the organization, how it judged by the way you communicate with others in the workplace. **Audience: Open to all members of the College community.** [Click here to register](#)

LUNCH & LEARN SERIES: MAKING THE MOST OF SOCIAL SECURITY - MAY 25 - 12:30PM - 1:30PM - PRICE CENTER, ROOM 351
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](#)

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LUNCH & LEARN SERIES: BUILDING A PORTFOLIO FOR ANY WEATHER - JUNE 7 - 12:30PM - 1:30PM - PRICE CENTER, ROOM 351
The goals of this workshop are to help educate you on how to determine an investment strategy for your workplace savings plan, and techniques for rebalancing your account. Neither diversification nor asset allocation ensures a profit or guarantees against loss. Audience: Open to all members of the College community. Click here to register

STRESS MANAGEMENT - JUNE 9 - 1:00PM - 2:00PM - PRICE CENTER, ROOM 351
A little stress can be motivational; a lot of stress can damage your health and your relationships. The good news is that with the right management techniques, you can reduce the amount of stress in your life. This course will review strategies for managing stress, including identifying your triggers, managing responses, and making positive personal choices. Audience: Open to all members of the College community. Click here to register

7 HABITS OF HIGHLY EFFECTIVE PROFESSIONALS - JUNE 13 - 10:30AM - 11:45AM - WEBINAR
All professionals, no matter how competent, will not have sustained and lasting success unless they are able to effectively lead themselves, influence, engage, and collaborate with others and continuously improve and renew their skills. The seven habits of highly effective professionals are at the heart of team, organizational and personal effectiveness. Audience: Open to all members of the College community. Click here to register

NETIQUETTE: WRITING PROFESSIONAL EMAILS - JUNE 21 - 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 College community. Click here to register

FUNDAMENTALS OF PROJECT MANAGEMENT - JUNE 27 - 11:00AM - 12:00PM - 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 members of the College community. Click here to register

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