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]

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 all principal investigators, administrators, department heads, and faculty with administrative responsibilities.** [Click here to register]

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 all EPAF Administrators.** [Click here to register]

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 all principal investigators, administrators, department heads, and faculty with administrative responsibilities.** [Click here to register]

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 all managers and faculty members with administrative responsibilities that manage union employees.** [Click here to register]

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]

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 all managers and faculty members with administrative responsibilities that manage union employees.** [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. It is our intent to avoid cancellation of learning programs. Unfortunately, circumstances occasionally require us to cancel or reschedule a program to ensure we provide the best learning experience possible. Please be aware that dates and topics are subject to change. Notifications will be sent in advance of any changes.
LEARNING NETWORK – LEARNING OPPORTUNITIES
JULY 2017 TO SEPTEMBER 2017

7 HABITS OF HIGHLY EFFECTIVE PROFESSIONALS - SEPTEMBER 7 - 1:30PM - 2:30PM - WEBINAR
All professionals, no matter how competent, 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

NEW TIME & ATTENDANCE STANDARDS - SEPTEMBER 12 - 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

TEAM MEMBER ORIENTATION NEW!!- SEPTEMBER 13 - 10:00AM - 11:00AM - BELFER BUILDING, ROOM 1210
Have you ever wondered how new members are welcomed to Einstein? 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

ePRO WORKSHOP - SEPTEMBER 13 - 1:00PM - 3:00PM - PRICE CENTER, ROOM 150
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

TRANSACTIONAL PROCESSING: REMOVING EMPLOYEES FROM PAYROLL - SEPTEMBER 14 - 2:00PM - 3:00PM - 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

LABOR RELATIONS TRAINING FOR MANAGERS AND SUPERVISORS - SEPTEMBER 15 - 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

LEADERSHIP ACADEMY: INFLUENCING FOR ORGANIZATIONAL IMPACT - SEPTEMBER 26 - 9:30AM - 4:30PM - PRICE CENTER, ROOM 451
Today’s complex healthcare organizations require cross-functional teams to accomplish their objectives. The challenge is that leaders need to get things done through influence instead of position power, as they often don’t have authority over their colleagues. Here leaders learn how to create an influence strategy that clearly links their ideas and recommendations to changes that will have a positive impact on individual, team, and organizational performance. Audience: Open to principal investigators, administrators, department heads, and faculty with administrative responsibilities. Click here to register

Learning Opportunities July 2017 to September 2017 | LEARNING NETWORK
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