

# SUMMER Course Offerings

**Wednesday, June 25, 2014**

eTrain # OB0017 ✨ HMW ESC ✨ 1:00 PM - 4:00 PM

## **Preparing To Shine: Proactive Techniques for Self-Development**

- ✨ Explore the importance of self-development prior to the appraisal meeting
- ✨ Learn tips for setting supervisor-approved goals and preparing for a mid/end-of-year appraisal
- ✨ Complete self-reflective exercises to determine areas for development
- ✨ Apply techniques to promote ongoing feedback dialogue with supervisors

**Wednesday, July 9, 2014**

eTrain # OB0022 ✨ HMW ESC ✨ 1:00 PM - 4:00 PM

## **Upward Management – All Around Success**

- ✨ Identify your and your supervisor's working styles
- ✨ Review techniques for forging a successful working partnership with your supervisor
- ✨ Practice communicating expectations – your supervisor's and your own
- ✨ Develop strategies for working with difficult supervisors
- ✨ Explore proactive measures for planning effective discussions

**Tuesday, August 26, 2014**

eTrain # OB0016 ✨ HMW ESC ✨ 1:00 PM - 4:00 PM

## **No More Paper Cuts: Filing in a Digital Age**

- ✨ Discuss benefits and concerns related to digital filing systems
- ✨ List digital filing best practices
- ✨ Identify tools for designing effective and efficient folder structures
- ✨ Explain the impact of file naming conventions on document retrieval
- ✨ Describe security concerns for hard and soft copies

