

## Register for March Professional Development Webinars

U of I College of Medicine at Peoria - On Site <UICOMPONSITE@LISTSERV.UIC.EDU>  
on behalf of

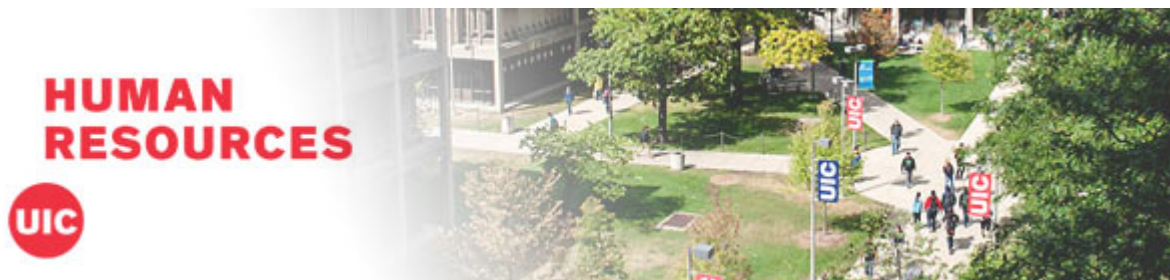
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Wed 2/24/2021 10:47 AM

To: UICOMPONSITE@LISTSERV.UIC.EDU <UICOMPONSITE@LISTSERV.UIC.EDU>

Please check with your supervisor prior to registering for classes with course fees.

[Click here to see this online](#)



UICHR training and development continues to provide professional development opportunities by delivering all of our instructor-led course offerings virtually.

Register to attend March webinars facilitated by UIC Human Resources (FREE to UIC employees unless specified). For more information please see course descriptions below or visit the [UIC Human Resources website](#) and the [HR Training Calendar](#).

You can find additional information under the drop-down menus under Employees and HR Staff & Managers on the [UIC Human Resources website](#).

### WEBINARS:

*Suggested for all UIC staff and faculty*

**Business Writing: Effective Emails** – [Register for Tuesday, March 2; 11:15 a.m.](#)

**You & UIC: Professional Development at UIC** – [Register for Wednesday, March 3; 11:15 a.m.](#)

**Professional Written Communication** – [Register for Thursday, March 4; 2:15 p.m.](#)

**You & UIC: Tuition Waivers** – [Register for Wednesday, March 10; 11:15 a.m.](#)

**The Next Generation: Generation Z** – [Register for Tuesday, March 16; 1:15 p.m.](#)

**You & UIC: Employee Perks & Services** – [Register for Wednesday, March 17; 11:15 a.m.](#)

**Problem Solving** – [Register for Wednesday, March 24; 2:00 p.m.](#)

**Introduction to Emotional Intelligence** – [Register for Tuesday, March 30; 2:00 p.m.](#)

*Suggested for UIC administrators, supervisors, and human resources representatives*

**Engaging Employee Across Generations** – [Register for Tuesday, March 9; 1:00 p.m.](#)

**Results-Oriented Conversations for Managers** – [Register for Thursday, March 18; 10:30 a.m.](#)

**Leadership Essentials Virtual Workshop** – Course Fee \$100.00 per participant

[Register for March/ April Session – March 31, April 1, 2, 7, 8 & 9, 2021; 9:00 a.m. – 12:00 p.m.](#)

[Register for May Session – May 11, 12, 13, 18, 19 & 20, 2021; 9:00 a.m. – 12:00 p.m.](#)

Visit the [UIC Human Resources website](#) for human capital related information, resources, and tools. Learning opportunities and registration are on the [HR Training Calendar](#).

Questions may be directed to [mycareeruic@uillinois.edu](mailto:mycareeruic@uillinois.edu).

## **COURSE DESCRIPTIONS**

**Business Writing: Effective Emails** - This **45-minute webinar** focuses on email communications; etiquette guidelines, grammar, and content rules.

**Engaging Employees Across Generations** - With multiple generations in the workforce, each with different needs and skills, this **60-minute webinar** introduces the characteristics of each generation in the workforce today and provides tips and techniques to engage your team members of all age groups.

**Introduction to Emotional Intelligence** - This **60-minute webinar** introduces emotional intelligence. Discussion includes defining emotional intelligence, skills, and behavioral awareness in emotional situations. Discussion includes actions and learning on how to share workplace experiences with emotions.

**Leadership Essentials Virtual Workshop** - This virtual workshop held over **six-morning webinars** is highly recommended for anyone in a supervisory or human resource role at UIC. Discussions and learning provides participants with the information required to function in their leadership role more effectively. Topics include the introduction of key UIC human resources policies and procedures at UIC, performance management tools, and supervisor competency development.

Each participant receives a pre-session work style assessment and personal report, facilitated discussions about managing work teams at UIC, information about the application of key human resource policies and procedures in an electronic participant

guide, and post-session management tools.

**Attendance on all days is required to complete the workshop.**

**Virtual Workshop Fee: \$100.00 per participant**

**Problem Solving** - Problem solving skills help you determine why an issue is happening and how to resolve that issue. This is a key skill for any employee. In this **one-hour webinar**, we will learn about problem-solving tools and processes and how they support your success.

**Professional Written Communication** - This **45-minute webinar** provides tips and etiquette for authoring concise and effective email and other business-related documents. Participants will learn how to evaluate, organize, edit, and proofread professional communication to better inform and engage their readers.

**Results-Oriented Conversations for Managers** - In this **one-hour webinar**, participants will learn how to plan and deliver conversations that have an expectation of action and achievement of workplace objectives.

**The Next Generation: Generation Z** - The oldest members of Generation Z are hitting college and the workforce. In this **45-minute webinar** tips for relating to Generation Z as employees and students and what to look for to help them be successful will be discussed.

**You & UIC: Employee Perks and Services** - This **30-minute webinar** provides an online road map that reveals where to go to explore the many free perks or discounted services available to UIC employees.

**You & UIC: Professional Development at UIC** - This **30-minute webinar** outlines a sound framework for your performance and career success at UIC. Guiding you to tools ready to support your development and focuses on actions you can take to understand how successful performance is defined and achieved at UIC.

**You & UIC: Tuition Waivers** - In this **30-minute webinar** key aspects of the Tuition Waiver benefit are outlined including how to find information about the Tuition Waiver process for Civil Service and Academic Professional employees and children of employees.