



ORGANIZATIONAL DEVELOPMENT

WINTER 2014 TRAINING CALENDER

(MANAGEMENT AND EXCLUDED POSITIONS)

UPCOMING WORKSHOPS – REGISTER TODAY!

WORKSHOP	DATE	TIME	REGISTER
COACHING FOR EMPLOYEE ENGAGEMENT	FEBRUARY 11, 2014	1:30 TO 4:30PM	Register
EFFECTIVE MEETINGS	JANUARY 31, 2014	9:30 TO 11:30PM	Register
EMOTIONAL INTELLIGENCE I	MARCH 18, 2014	9:00 TO 5:00PM	Register
EMOTIONAL INTELLIGENCE II	APRIL 8, 2014 APRIL 15, 2014	9:00 TO 5:00PM 9:00 TO 5:00PM	Register
ENGAGING EMPLOYEES: BRAINSTORMING & DECISION MAKING TECHNIQUES	JANUARY 28, 2014	1:30 TO 3:00PM	Register
ENVIRONMENTAL SCAN & SWOT ANALYSIS	MARCH 11, 2014	9:30 TO 11:00AM	Register
IDENTIFY YOUR MBTI PREFERENCE	FEBRUARY 19, 2014 MARCH 4, 2014	9:30 TO 11:30AM 1:30 TO 3:30PM	Register
GROUP DYNAMICS & FACILITATION	APRIL 22, 2014	9:00 TO 12:00PM	Register
UPDATED! MANAGING CHANGE	FEBRUARY 10, 2014	9:00 TO 12:00PM	Register

	MARCH 24, 2014	9:00 TO 12:00PM	
MANAGING CONFLICT	FEBRUARY 18, 2014 APRIL 9, 2014	9:00 TO 5:00PM 9:00 TO 5:00PM	Register
MANAGING DIFFICULT CONVERSATIONS	APRIL 24, 2014	1:30 TO 4:30PM	Register
MANAGING STRESS	FEBRUARY 25, 2014	9:00 TO 12:00PM	Register
MANAGING YOUR CAREER	FEBRUARY 6, 2014	1:30 TO 4:30PM	Register
MCGILL 101: AN INTRODUCTION TO MCGILL UNIVERSITY	MARCH 27, 2014	9:00 TO 12:00PM	Register
MCGILL'S PERFORMANCE DIALOGUE PROCESS (M STAFF IN A NON SUPERVISORY ROLE)	APRIL 22, 2014	1:30 TO 3:30PM	Register
MCGILL'S PERFORMANCE DIALOGUE PROCESS (M STAFF IN A SUPERVISORY ROLE)	MARCH 4, 2014	1:30 TO 3:30PM	Register
PLANNING STRATEGIES & ACTIONS	MARCH 26, 2014 APRIL 28, 2014	9:30 TO 12:30PM 1:30 TO 4:30PM	Register
PROCESS MAPPING	JANUARY 28, 2014 FEBRUARY 26, 2014 MARCH 26, 2014	9:00 TO 12:00PM 1:30 TO 4:30PM 1:30 TO 4:30PM	Register
PROJECT MANAGEMENT I	FEBRUARY 3, 2014 MARCH 10, 2014 APRIL 16, 2014	9:00 TO 5:00PM 9:00 TO 5:00PM 9:00 TO 5:00PM	Register
PROJECT MANAGEMENT II	FEBRUARY 27, 2014 MARCH 24, 2014 APRIL 25, 2014	9:00 TO 5:00PM 9:00 TO 5:00PM 9:00 TO 5:00PM	Register
SITUATIONAL LEADERSHIP	FEBRUARY 20, 2014	9:30 TO 11:30AM	Register

	APRIL 8, 2014	1:30 TO 3:30PM	
TEAM DYNAMICS	APRIL 14, 2014	9:00 TO 5:00PM	Register
NEW! TIME MANAGEMENT	MARCH 19, 2014	1:30 TO 4:30PM	Register

SUPERVISORY & MANAGEMENT SKILLS ATTESTATION

This 6-workshop attestation is intended to help participants enhance their competencies in promoting effective communication, motivating employees and managing employee performance. Ranging from 2 to 3 hours in length, each workshop is practical and integrative, allowing participants to apply their learnings on the job and share best practices with colleagues.

- ✦ Identify your MBTI Preference
- ✦ Situational Leadership
- ✦ Coaching for Employee Engagement
- ✦ McGill's Performance Dialogue Process
- ✦ Managing Change
- ✦ Planning Strategies & Actions

Visit our website at <http://www.mcgill.ca/hr/training/training-attestation> for more details or [click here](#) to register today.

Human
Resources

Here to assist you



ORGANIZATIONAL DEVELOPMENT

WINTER 2014 TRAINING CALENDER

(CLERICAL AND TECHNICAL STAFF)

UPCOMING WORKSHOPS – REGISTER TODAY!

WORKSHOP	DATE	TIME	REGISTER
DEALING WITH CONFLICT	APRIL 10, 2014	9:00 TO 5:00PM	Register
EFFECTIVE MEETINGS	JANUARY 31, 2014	9:30 TO 11:30PM	Register
EMOTIONAL INTELLIGENCE I	MARCH 25, 2014	9:00 TO 5:00PM	Register
ENGAGING EMPLOYEES: BRAINSTORMING & DECISION MAKING TECHNIQUES	JANUARY 28, 2014	1:30 TO 3:00PM	Register
MANAGING STRESS	MARCH 11, 2014	9:00 TO 12:00PM	Register
MANAGING YOUR CAREER	APRIL 29, 2014	1:30 TO 4:30PM	Register
MCGILL 101: AN INTRODUCTION TO MCGILL UNIVERSITY	MARCH 27, 2014	9:00 TO 12:00PM	Register
PROCESS MAPPING	JANUARY 28, 2014 FEBRUARY 26, 2014	9:00 TO 12:00PM 1:30 TO 4:30PM	Register

SURVIVING & THRIVING THROUGH TIMES OF CHANGE	MARCH 10, 2014 APRIL 28, 2014	9:00 TO 5:00PM 9:00 TO 5:00PM	Register
NEW! TIME MANAGEMENT	MARCH 19, 2014	1:30 TO 4:30PM	Register