

MEAD June - December 2009
9/15/2009

Components	Classroom Session Dates	Classroom Session Times	Classroom Session Presenters	Topics	Required Courses (Estimated Completion Time)
Productivity and Time Management	Tuesday, June 16, 2009	8:00AM - 12:00PM	Kerry Jones Cristin Lind	Program Kick-Off and Overview Productivity in the Workplace	* Techniques for Improved Time Management (4.5 hours) * Goals and Setting Goals (2 hours) * The Basics of Delegation (1.5 hours)
	Monday, June 29, 2009	12:00PM - 1:00PM	Kerry Jones	Online Course Room Navigation and Troubleshooting	
	Thursday, July 09, 2009	12:00PM - 1:00PM	Kerry Jones, Jennifer Cocklin	Productivity and Time Management	
Managerial Effectiveness	Tuesday, July 21, 2009	1:00PM - 4:30PM	Traci Nordberg Nariah Broadus/ President's Office, Cheryl Josler	Dartmouth Core Values Project Management	* Tomorrow's Managers' Competencies (3 hours) * A Primer for Ensuring Accountability (4.5 hours) * Building a Firm Foundation (3 hours)
	Tuesday, August 04, 2009	12:00PM - 1:00PM	Kerry Jones	Managerial Communication	
	Wednesday, August 12, 2009	12:00PM - 1:00PM	Kerry Jones	Managerial Accountability	
Talent Management	Tuesday, August 18, 2009	8:30AM - 12:00PM	Deb Grant Mary Childers Jim Platt	HR Consultant Model and Services Ombuds Services and Conflict Resolution How to Have Difficult Conversations	* Perspectives on Conflict in the Workplace (3.5 hours) * Giving Feedback: A Manager's guide (4 hours) * Leadership Communication Skills (3.5 hours)
	Tuesday, September 08, 2009	12:00PM - 1:00PM	Cheryl Josler	Protecting Personal Data	
Managerial Effectiveness	Tuesday, September 15, 2009	1:00PM - 4:30PM	Evelynn Ellis Gabrielle Lucke Kerry Jones	EO/AA and Harrassment Prevention Diversity Training Managing Generational Diversity	* Overcoming Organizational Negativity (2 hours) * The Reasons Why Diversity Matters (1.5 hours) * Introductions to Work Force Generations (2.5 hours) * Impact of Culture on Communication (2.5 hours) * Making Decisions Ethically (2.5 hours)
	Wednesday, September 23, 2009	12:00PM - 1:00PM	Aine Dovovan	Ethics at Dartmouth	
	Tuesday, October 6, 2009	12:00PM-1:00pm	Wess Jolley	Records Management	
	Thursday, October 15, 2009	12:00PM - 1:00PM	Cheryl Josler	Payroll/EIS	
	Tuesday, October 20, 2009	8:30AM - 12:00PM	Recruiter Consultants	Hiring at Dartmouth - Recruitment Overview Employee Relations	
	Wednesday, October 28, 2009	12:00PM - 1:00PM	HR Recruiter HR Consultants	Behavioral Interviewing Background Verification	
	Wednesday, November 04, 2009	12:00PM - 1:00PM	HR Compensation	Compensation Structure Overview	
Talent Management	Tuesday, November 17, 2009	1:00PM - 4:30PM	Kevin O'Leary Panel - Deb, Kevin, Mary, Jim, Evelynn	Employment Law	* Addressing Problem Performance (2.5 hours) * Performance Reviews (3.5 hours) * Employment and Labor Law (3.5 hours)
	Tuesday, November 24, 2009	12:00PM - 1:00PM	Kerry Jones, Jennifer Cocklin	Performance Management & Feedback	
	Monday, December 07, 2009	12:00PM - 1:00PM	Alice Tanguay, Miranda Pizinger	Managing Short Term Disability	
Managing Risk	Tuesday, December 15, 2009	12:00PM - 4:30PM	Kerry Jones Michael Blainey David Foster	Wrap-Up and Celebration Risk Management	* Risk Basics (2 hours)