



**It's gift-giving season.
Take some time to give back
to the person you know best — you!**

Attend a course offered by HR and invest in your professional development.

See the schedule below for HR's upcoming training offerings.
Visit the [HR Training Calendar](http://uh.edu/hr/training/hrtraining.htm) for full descriptions, course codes and times.
uh.edu/hr/training/hrtraining.htm

DATE	COURSE	PARTICIPANT TRAINING LEVEL	ADDITIONAL INFORMATION
Nov. 17	Service Plus, Part 1: Keys & Steps to Service	Staff & Leader	This course is two-parts. It must be taken in its entirety to receive credit.
Nov. 18	Service Plus, Part 2: Extraordinary Service Opportunities	Staff & Leader	
Nov. 20	Time Management: Achieving Balance	Staff & Leader	Guest Facilitator: Melissa Abram-Jackson
Dec. 1	Essentials of Leadership, Part 1	Leader	This course is two-parts. It must be taken in its entirety to receive credit.
Dec. 3	Essentials of Leadership, Part 2	Leader	
Dec. 4	Time Management: Achieving Balance	Staff & Leader	Guest Facilitator: Melissa Abram-Jackson
Dec. 8	Interaction Skills for Success, Part 1	Staff	This course is two-parts. It must be taken in its entirety to receive credit.
Dec. 10	Interaction Skills for Success, Part 2	Staff	
Dec. 11	E-mail Etiquette	Staff & Leader	
Dec. 15	Service Plus, Part 1: Keys & Steps to Service	Staff & Leader	This course is two-parts. It must be taken in its entirety to receive credit.
Dec. 17	Service Plus, Part 2: Extraordinary Service Opportunities	Staff & Leader	
Dec. 18	Dealing with Difficult Attitudes	Staff & Leader	Pilot Course

Review the calendar, seek supervisory approval then enroll via P.A.S.S.

For questions regarding enrolling via P.A.S.S., [please contact the HR Service Center](#).

Email: csc@uh.edu / Phone: 3-3988

For questions regarding class content, [please email Sr. Training Specialist Cari Baugh](#).

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