



Learning & Development

February 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
KEY: <u>Morningside Faculty And Staff Orientation: Welcome Program</u> <u>Managing People</u> <u>Communications</u> <u>Customer Service</u> <u>Managing Teams & Workflow</u> View Printable Calendar					1	2
3	4	5	6	7	8	9
10	11	12 <u>Orientation</u>	13 <u>Managing Up</u>	14	15	16
17	18	19 <u>Orientation</u>	20 <u>Presentation Skills</u>	21	22	23
24	25 <u>Fundamentals of Coaching</u> <u>Fundamentals of Feedback</u>	26	27 <u>Orientation</u>	28	29	

March 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Fundamentals of Coaching (CUMC)	4	5 Orientation	6 Writing With Style Email Etiquette	7 Dealing With Difficult Customers (CUMC)	8
9	10	11 Orientation	12	13	14	15
16	17 Fundamentals of Feedback (CUMC)	18	19	20	21 Email Etiquette (CUMC)	22
23	24 Time Management Meeting Facilitation	25 Orientation	26	27	28	29
30	31					

April 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 <u>Orientation</u>	3 <u>Creating a Culture of Respect</u>	4	5
6	7	8	9 <u>Dealing With Difficult Customers</u>	10	11	12
13	14 <u>Managing a Project for Results</u>	15 <u>Orientation</u>	16	17	18	19
20	21	22	23	24	25	26
27	28	29 <u>Orientation</u>	30	<u>Other Orientation Dates:</u> <u>Wednesday, May 14; Tuesday, May 28</u>		