

2011 BSC Training Curriculum

Training	Date	Time	Location
OCTOBER			
Stress Management	10/4/2011	1:30pm - 3pm	Marquis 118
Self-Discipline & Control/ Anger Management	10/5/2011	9am - 10:30am	Marquis 118
F & J Visa Workshop	10/6/2011	10:30am - 12pm	Marquis 118
Asbestos Awareness Course	10/6/2011	1:30pm - 3:30pm	Marquis 118
Purchasing Card Guidelines	10/12/2011	8:30am - 10:30am	USB 138
Travel Guidelines	10/13/2011	8:30am - 10:30am	USB 138
Managing Workplace Negativity	10/13/2011	9am - 10:30am	Marquis 118
ePro Coordinator Training	10/18/2011	8:30am - 11:30pm	USB 138
Substance Abuse 101	10/18/2011	1:30pm - 3pm	Marquis 118
Asset User Training	10/20/2011	8:30am - 10:30pm	USB 138
H-1B Visa Workshop	10/20/2011	10:30am - 12pm	Marquis 118
Leadership	10/25/2011	1:30pm - 3pm	Marquis 118
Financial Session: Cash Management	10/26/2011	12pm - 1:00pm	Chilton 245
Zen and the Art of Successful Coaching	10/27/2011	10:30am - 12pm	Marquis 118
NOVEMBER			
Workers Compensation	11/2/2011	10:30am - 12pm	Marquis 118
Purchasing Card Guidelines	11/9/2011	8:30am - 10:30pm	USB 138
Corrective Action	11/9/2011	9am - 10:30am	Marquis 118
Travel Guidelines	11/10/2011	8:30am - 10:30pm	USB 138
Time Management	11/10/2011	1:30pm - 3pm	Marquis 118
ePro Coordinator Training	11/15/2011	8:30am - 10:30pm	USB 138
Employee Recognition & Engagement	11/15/2011	1:30pm - 3pm	Marquis 118
Manager Roundtable - Performance Management	11/16/2011	10:30am - 12pm	Marquis 118
Asset User Training	11/17/2011	8:30am - 10:30am	USB 138
Profiling Top Performers to Enhance & Develop the Team	11/17/2011	10:30am - 12pm	Marquis 118
Financial Session: Smart Ways to Save & Invest	11/30/2011	12pm - 1:00pm	Chilton 245
DECEMBER			
Succession Planning	12/1/2011	9am - 10:30am	Marquis 118
ePro Coordinator Training	12/6/2011	8:30am - 10:30am	USB 138
Legal Issues for Managers	12/6/2011	1:30pm - 3pm	Marquis 118
Speed of Trust	12/6/2011	10:30am - 12pm	Marquis 117
Purchasing Card Guidelines	12/7/2011	8:30am - 10:30am	USB 138
Travel Guidelines	12/8/2011	8:30am - 10:30am	USB 138
Asset User Training	12/15/2011	8:30am - 10:30am	USB 138