



Course Schedule for University Hospital - Winter/Spring 2022

(Chronological Order)

UH Management Development Classes for March through June 2022

Dates	Course	Course Code	Time
5/18, 5/20, 5/24 & 5/26	Frontline Supervision (4 days - developmental) (Mandatory for those new to supervision)	UHM265	9:00 AM – 4:00 PM
6/2, 6/9, 6/16, & 6/23	Managing @ UH (4 days - informational) (Mandatory for new management staff)	UHM255	9:00 AM – 4:00 PM
3/24 4/7 5/6 5/27	Manager as Leader Series: <ul style="list-style-type: none"> - Coaching for Improved Performance - Setting Employees Up for Success ... - UH's Performance Appraisal Tools - Conducting the Appraisal Meeting 	UHM317 UHM225 UHM210 UHM220	1:00 PM – 4:00 PM 1:00 PM – 4:00 PM 1:00 PM – 4:00 PM 1:00 PM – 4:00 PM

UH Professional Development Classes for March through June 2022

Dates	Course	Course Code	Time
3/17	Resolving Conflict	UHP475	9:00 AM - 4:00 PM
3/25	Stress Management	UHP700	9:00 AM – 4:00 PM
3/29	Yes, You Can Get Organized	UHP600	9:00 AM – 12:00 PM
4/1	Dealing with Change	UHP525	9:00 AM - 4:00 PM
5/5	Communication Across Generations	UHP108	9:00 AM – 1:00 PM
5/10 & 5/11	Learning to Lead	UHP109	9:00 AM - 4:00 PM
6/1	Project Management	UHP730	9:00 AM – 4:00 PM
6/8	Equity & Inclusion in Action	UHP675	9:00 AM - 4:00 PM
6/10	OneNote	UHC140	9:00 AM – 4:00 PM

NJBIA Grant - Microsoft Office Classes

Dates	Course	Code	Time
4/5	Excel 1	UHC120	9:00 AM – 4:00 PM
4/25	Excel 2	UHC125	9:00 AM – 4:00 PM
4/27	Excel 3	UHC127	9:00 AM – 4:00 PM
4/28	PowerPoint 2	UHC135	9:00 AM – 1:00 PM

More details can be found on our website: <http://www.uhnj.org/hrweb/learning/>

To enroll online, please access: <http://hrcourses.uhnj.org>

Please call 2-6757 or email with any questions: HRLearning@uhnj.org

Course descriptions can be found online when you enroll.