

ENROLLMENT INFORMATION

NAME: _____

DEPT: _____

EXTENSION: _____

Enroll in any of the Learning and Development Sessions by checking the courses you wish to attend, completing this form and returning it to Human Resources or contacting Laura Schwarz at 271-3133 at least five business days before the scheduled session.

RESOURCES & COMMUNICATION

COMMUNICATION CHALLENGES: GENERATIONAL & COMMUNICATION STYLE DIFFERENCES (3 Hours)

- Date: October 10, 2007
Time: 1- 4 p.m.
Olmsted 310-311
- Date: January 22, 2008
Time: 9 a.m. – Noon
Olmsted 312-313

THE INFORMATION ADVANTAGE: COWLES LIBRARY RESOURCES (2 Hours)

- Date: October 16, 2007
Time: 9 – 11 a.m.
Cowles Library Electronic Classroom

PRESENTATION SAVVY: PUT POLISH IN YOUR MEETING PRESENTATIONS AND COMMUNICATIONS (3 Hours)

- Date: November 6, 2007
Time: 9 a.m. – Noon
Levitt Hall, Old Main
- Date: February 14, 2008
Time: 1 – 4 p.m.
Olmsted 310-311

DRAKE LOGO USAGE AND RESOURCES: PUTTING OUR BEST FOOT FORWARD! (2 Hours)

- Date: November 28, 2007
Time: 9 – 11 a.m.
Olmsted 310-311
- Date: April 3, 2008
Time: 1 – 4 p.m.
Olmsted 312-313

WHAT'S THE POINT? (1 Hour)

- Date: September 28, 2007
Time: 11:30 a.m. – 12:30 p.m.
Carnegie Learning Center

ADOBE ACROBAT (1 Hour)

- Date: October 26, 2007
Time: 11:30-12:30
Carnegie Learning Center

USING BLUEVIEW—THE PORTAL (1 Hour)

- Date: November 30, 2007
Time: 11:30-12:30
Carnegie Learning Center

I TOOK THE PICTURE, NOW WHAT? (1 Hour)

- Date: December 7, 2007
Time: 11:30-12:30
Carnegie Learning Center

TECHNOLOGY POTPOURRI (1 Hour)

- Date: January 25, 2008
Time: 11:30-12:30
Carnegie Learning Center

POLL THE AUDIENCE (1 Hour)

- Date: February 22, 2008
Time: 11:30-12:30
Carnegie Learning Center

THE DRAKE MISSION

THE GLOBAL CITIZEN: EXPERIENCES FULFILLING THE DRAKE MISSION (1 Hour each)

- STUDY ABROAD**
Date: September 13, 2007
Time: 12:15 – 1:25 p.m.
Cowles Library, Room 201
- A PERSPECTIVE ON CHINA AND RUSSIA**
Date, Time and Location TBA
- DRAKE FACULTY AND STUDENTS IN CHINA**
Date, Time and Location TBA
- DRAKE FACULTY & STUDENTS IN UGANDA**
Date, Time and Location TBA

MANAGING STUDENT WORKERS: YOUR ROLE IN CREATING AN EXCEPTIONAL LEARNING ENVIRONMENT* (2 Hours)

- Date: September 20, 2007
Time: 11:30 – 1:30 p.m.**
Olmsted 310-311

**This course is also offered under the "Leadership and Management" topic area.*

***This is a "Brown Bag Lunch" event, drinks and dessert will be provided.*

INNOVATION & CREATIVITY: CREATING AND SUSTAINING AN EXCEPTIONAL LEARNING ENVIRONMENT (4 Hours)

- Date: January 17, 2008
Time: 8 a.m. – Noon
Levitt Hall, Old Main

TRUE BLUE: LIVING THE DRAKE BRAND AND MISSION (2 Hours)

- Date: February 5, 2008
Time: 9 – 11 a.m.
Olmsted 312-313

DIVERSITY AND UNDERSTANDING (2 Hours)

- Date: February 27, 2008
Time: 2 – 4 p.m.
Olmsted 310-311

WHAT THE MISSION MEANS TO ME: A PANEL DISCUSSION (1 Hour)

- Date, Time and Location TBA

LEADERSHIP & MANAGEMENT

WRITING EFFECTIVE PERFORMANCE GOALS: A REFRESHER (2 Hours)

- Date: September 13
Time: 9 – 11 a.m.
Drake Room Olmsted Center

MANAGING STUDENT WORKERS: YOUR ROLE IN CREATING AN EXCEPTIONAL LEARNING ENVIRONMENT* (2 Hours)

- Date: September 20, 2007
Time: 11:30 a.m. – 1:30 p.m.**
Olmsted 310-311

**This course is also offered under the "Drake Mission" topic area. **This is a "Brown Bag Lunch" event, drinks and dessert will be provided*

EAP RESOURCES FOR MANAGERS (1 Hour)

- Date: October 25
Time: 11:15 a.m. – 12:15 p.m.
Olmsted 312-313

THE DRAKE MANAGER: UNDERSTANDING POLICY, EXPECTATIONS AND RESOURCES (3 Hours)

- Date: January 24, 2008
Time: 9 a.m. – Noon
Olmsted 312-313
- Date: April 10, 2008
Time: 1 – 4 p.m.
Olmsted 310-311

DRAKE PERFORMANCE MANAGEMENT: MAKING MERIT PAY DECISIONS (2 Hours)

- Date: March 13
Time: 9 – 11 a.m.
Olmsted 312-313
- Date: March 25
Time: 9 – 11 a.m.
Olmsted 310-311

CONGRATULATIONS, YOU'VE HIRED SOMEBODY! NOW WHAT? DEVELOPING AN ORIENTATION PLAN FOR NEW EMPLOYEES (2 Hours)

- Date: April 22, 2008
Time: 2:00 – 4:00 p.m.
Olmsted 310-311

SAFETY & SECURITY

WHEN THINGS ARE NOT RIGHT: STUDENT INTERVENTION AND REFERRAL (1 Hour)

- Date: September 26, 2007
Time: 3:30 p.m.
Bulldog Theatre
- Date: September 27, 2007
Time: 8 a.m.
Bulldog Theatre

KNOWING HOW TO HELP THE STUDENT IN NEED: SKILL BUILDING & AWARENESS (2 Hours)

- Date: October 4, 2007
Time: 9 – 11 a.m.
Olmsted 312-313
- Date: January 28, 2008
Time: 2 – 4 p.m.
Olmsted 310-311

PREVENTING WORKPLACE AGGRESSION & VIOLENCE (2 hours)

- Date: October 25, 2007
Time: 9 – 11 a.m.
Olmsted 312-313
- Date: December 4, 2007
Time: 9 – 11 a.m.
Olmsted 312-313

FIRE SAFETY AT HOME AND AT WORK (1 Hour)

- Date: October 31, 2007
Time: 11 a.m. – Noon
Levitt Hall, Old Main

STAYING WELL AND PREVENTING INJURY: AT HOME AND AT WORK (1 Hour)

- Date: November 15, 2007
Time: 9 a.m. – 10 a.m., Bulldog Theatre
Bulldog Theatre, Old Main

THE "WHAT DO YOU KNOW ABOUT SAFETY?" GAME SHOW (1 Hour)

- Date: April 2, 2008
Time: 9 – 10 a.m.
Olmsted 312-313

SAFETY AND SECURITY TIPS FROM CAMPUS SECURITY (1 Hour)

- Date: April 15
Time: 3:00 – 4:00 p.m.
Olmsted 310-311

WORK LIFE BALANCE SERIES

NAVIGATING CHANGE: STAYING POSITIVE, PROACTIVE AND AFLOAT IN ROUGH WATERS (1 Hour)

- Date: November 14, 2007
11 a.m. – Noon
Olmsted 312-313

IDENTITY THEFT: DON'T LET IT HAPPEN TO YOU! (2 Hours)

- Date: November 16, 2007
1:00 p.m. – 3:00 p.m.
Bulldog Theatre

VALENTINE TREATS (1 Hour)

- Date: February 14, 2008
Time: 11:30 a.m. – 12:30 p.m.
Olmsted 310-311

MANAGING STRESS AND TIME (1 Hour)

- Date: April 8, 2008
Time: 11 a.m. – Noon
Olmsted 312-313

INVESTING FOR WOMEN (2 Hours)

- Date: May 1, 2008
Time: 9- 11 a.m.
Olmsted 312-313

PROGRAM SUMMARY

Drake University values life-long learning among its faculty, staff and students. The Drake University Excellence in Learning and Development Program is designed with that in mind; emphasizing that varied and frequent learning opportunities enhance personal and professional growth and effectiveness.

Participants may work toward an Excellence in Learning and Development certificate, which requires completion of eight (8) credit hours from the program offerings listed on this enrollment sheet. Participants may earn a "Seal of Excellence" on their certificate if at least six (6) of those credit hours are from one of the following topic areas: Resources and Communication, The Drake Mission, Leadership and Management and Safety and Security. To enroll, simply check the boxes of the courses you wish to attend and return this form to Laura Schwarz in Human Resources. Registration is available on a first come first serve basis. We hope to see you at one or more of these sessions!!

