

March 2017			
Course	Date	Time	Location
Business and Operations			
Payroll/Personnel System: Time Reporting and Online Update Training (Day 1)	3/14/17	8:30 a.m. – 5:00 p.m.	C&C 112 Training Room
Payroll/Personnel System: Time Reporting and Online Update Training (Day 2)	3/15/17	8:30 a.m. – 5:00 p.m.	C&C 112 Training Room
Successful Business Writing	3/15/17	8:30 a.m. – 4:30 p.m.	UNEX – Suite 3
Successfully Supervising Students	3/16/17	8:30 a.m. – 12:00 p.m.	HR Training Room University Village, Suite 208
Creating a Trans-Inclusive Work Environment	3/16/17	3:00 p.m. – 5:00 p.m.	HUB 260
J1 Visa Training	3/21/17	9:00 a.m. – 11:00 a.m.	HUB 367
H1B Visa Training	3/28/17	9:00 a.m. – 11:00 a.m.	HUB 367
Supervision, Management and Leadership			
Supervisor Boot Camp Series: <i>Week 1/Day 1</i> (Series schedule - 3/13, 3/20, 4/13, 4/10)	3/13/17	8:00 a.m. – 4:30 p.m.	EH&S Lyceum – Room 1101
Supervisor Boot Camp Series: <i>Week 2/Day 2</i> (Series schedule - 3/13, 3/20, 4/13, 4/10)	3/20/17	8:00 a.m. – 4:30 p.m.	HR Training Room University Village, Suite 208
Project and Process Management for Maximum Results (<i>Day 1</i>)	3/14/17	9:00 a.m. – 12:00 p.m.	UNEX – Suite 3
Project and Process Management for Maximum Results (<i>Day 2</i>)	3/15/17	9:00 a.m. – 12:00 p.m.	UNEX – Suite 3
Individual Development Training (IDP)	3/14/17	10:00 a.m. – 11:00 a.m.	EH&S Lyceum – Room 1101
Individual Development Training (IDP)	3/14/17	11:00 a.m. – 12:00 p.m.	EH&S Lyceum – Room 1101
Individual Development Training (IDP)	3/15/17	2:00 p.m. – 3:00 p.m.	EH&S Lyceum – Room 1101
Individual Development Training (IDP)	3/15/17	3:00 p.m. – 4:00 p.m.	EH&S Lyceum – Room 1101
Organizational Excellence Certificate: Collaborative Leadership	3/22/17	8:45 a.m. – 11:00 a.m.	HR Training Room University Village, Suite 208
Facilitation Skills Workshop	3/23/17	1:00 p.m. – 4:00 p.m.	HR Training Room University Village, Suite 208

Crucial Conversations (<i>Day 1</i>)	3/29/17	8:30 a.m. – 5:00 p.m.	EH&S Lyceum – Room 1101
Crucial Conversations (<i>Day 2</i>)	3/30/17	8:30 a.m. – 5:00 p.m.	EH&S Lyceum – Room 1101
UC/UCR Essentials			
Benefits Orientation Webinar	Fridays	10:15 a.m. – 12:00 p.m.	Virtual Classroom
Fundamentals of Retirement Income Planning	3/20/17	11:00 a.m. – 1:00 p.m.	Visitor & Alumni Center Redmond Dining Room
UCR Staff Orientation	3/28/17	7:45 a.m. – 4:00 p.m.	HR Training Room University Village, Suite 208
How to Enroll			

All enrollments are conducted through the UC Learning Center (LMS). To enroll, please follow these instructions:

1. Log into the UC Learning Center at <http://ucrllearning.ucr.edu>
2. Use the search tool; insert a keyword from the course title to find the course
3. In the search results, click on *Register* for the course of interest
4. Select the upcoming class you wish to attend
5. Click the *Next*, then *Submit* buttons

For information about the UC Learning Center (including step-by-step instructions and FAQs), please visit the UC Learning Center Support website at <http://cnc.ucr.edu/lms>.

If you have any questions, please contact Michelle Knighton at extension 2-4794 or via email at michellk@ucr.edu.