

September 2017			
Course	Date	Time	Location
<b>Business and Operations</b>			
J1 Visa Training	9/19/17	10:00 a.m. – 12:00 p.m.	Surge
<b>Supervision, Management and Leadership</b>			
Organizational Excellence Certificate: LEAN Forward	9/14/17	2:00 p.m. – 4:00 p.m.	EH&S Lyceum Room 1101
Delegation Skills	9/19/17	8:30 a.m. – 12:30 p.m.	HR Training Room University Village, Suite 208
Crucial Conversations (Day 1)	9/20/17	8:30 a.m. – 5:00 p.m.	EH&S Lyceum Room 1101
Crucial Conversations (Day 2)	9/21/17	8:30 a.m. – 5:00 p.m.	EH&S Lyceum Room 1101
<b>UC/UCR Essentials</b>			
Benefits Orientation Webinar	Fridays	10:15 a.m. – 12:00 p.m.	Virtual Classroom
UCR Staff Orientation	9/26/17	7:45 a.m. – 4:00 p.m.	HR Training Room University Village, Suite 208

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

1. Log into LMS at <http://ucrllearning.ucr.edu>
2. Use the search tool to with 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 LMS (including step-by-step instructions and FAQs) 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](mailto:michellk@ucr.edu).