

January / February 2018			
Course	Date	Time	Location
Professional Development			
Facilitation Skills Workshop	1/17/2018	1:00 – 4:00 p.m.	HR Training Room University Village Suite 208
Organizational Excellence Certificate: Leaders @ Change	2/6/2018	2:00 – 4:00 p.m.	HR Training Room University Village Suite 208
Organizational Excellence Certificate: Lean Forward	2/7/2018	1:45 – 4:00 p.m.	HR Training Room University Village Suite 208
Crucial Conversations	2/22/18 - 2/23/18	9:00 a .m. – 5:00 p.m.	Environmental Health & Safety (EH&S) / Room – Lyceum 395 West Linden St. Riverside

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 and enter 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.