

RE: 2008 Training Sessions

Listed below are training sessions offered through the Library Human Resources Office to be held between July and December. Please contact the Library Human Resources Office at 6-7353 or email lib-hr@uic.edu to register for these sessions. Employees wishing to attend should request approval from their supervisors and their department heads.

Staff who have been accepted as participants will receive confirmation of the participation at least one week in advance of the session dates. Staff unable to attend because space is not available will be placed on the waiting list for the next scheduled session.

Priority will be given to support staff supervisors required to attend in the probationary period. All sessions will be conducted from **9:30 a.m. to 12:30 p.m.**, unless otherwise specified. Each session will be offered twice during the calendar year.

<u>DATE</u>	<u>TRAINING SESSION</u>	<u>LOCATION</u>
08-01-08 (1:30-4:30 pm)	Work Regulations	B-466 LIB CS
08-08-08 (1:30-4:30 pm)	Job Descriptions and Hiring	B-466 LIB CS
08-28-08	Interviewing (TV/VCR)	B-466 LIB CS
09-04-08	Performance Appraisal Probationary Period	B-466 LIB CS
10-02-08	Delegation (TV/VCR)	B-466 LIB CS
10-23-08	Time Management (TV/VCR)	B-466 LIB CS
11-06-08	Correcting Problem Behavior	B-466 LIB AF
12-11-08	Public Contact	B-466 LIB CS
