Registration Form

Please copy your completed Registration Form and send it to HR Services by email at LearningHRS@humber.ca, through internal mail, or by fax to 416-675-4708, North Campus. You will receive an email confirmation.

Name:		Tel. Ext.:				
(Please Print)						
Dept./School:		Campus: (Circle One)	North	Lake	Other	
Employee Group: Support Act If Support Staff, please ensure your Manager has a	Imin Faculty pproved your attendance.	Status: (Circle One)	Full-Time	Part-Time	Contract	
		r's Name e Print)	Date			
I would like to attend the following	ng workshops:					
Tuesday, September 18, 2012 ☐ Pathways to Human Rights Education and Action	Wednesday, Octobe ☐ StrengthsQues Friday, November 2	☐ Ma Agi	Thursday, November 29, 2012 ☐ Managing Within the Collective Agreement - Strategic Contract Staffing Friday, November 30, 2012 ☐ StrengthsQuest Tuesday, December 4, 2012 ☐ Performance Management Series Module 6			
Friday, September 21, 2012 ☐ Pathways to Human Rights Education and Action	☐ Time Mastery Tuesday, November ☐ Performance M	Friday, I ☐ Str				
Wednesday, September 26, 2012 ☐ New Employee Orientation ☐ Pathways to Human Rights Education and Action	Module 2 ☐ Ergonomics	ule 2				
Wednesday, October 10, 2012 Prepare for Your Performance Review - Support Staff (10-12)	Discover Your Friday, November 9 Becoming a G	☐ Co Friday, I	Wednesday, December 5th, 2012 ☐ Conflict Management Friday, December 7 & 14, 2012 ☐ Franklin Count's 7 Habita Marierana			
☐ Prepare for Your Performance Review - Support Staff (2-4) Thursday, October 11, 2012	Tuesday, November Performance M Module 3	eries Monday	☐ Franklin Covey's 7 Habits Maximizer Monday, December 10 & 17, 2012 ☐ MS Word - Intermediate/Advanced Wednesday, December 12, 2012 ☐ New Employee Orientation			
☐ Insights Into Communications Friday, October 12 & 19, 2012	Wednesday, Novem The Three Circle	Wednes				
☐ Franklin Covey's 7 Habits of Highly Effective People	Thursday, Novembe	uman Rights	☐ Ma	Skill Soft E-Learning: Managing Your E-mail		
Monday, October 15 & 22, 2012 MS Excel - Intermediate/Advanced	Education and Friday, November 1	☐ Enl	□ Targeting Your Message □ Enhancing Listening Skills □ Getting Results by Building Relationships □ The Process of Negotiation □ Principles of Accounting and Finance for Non-Finance Administrators □ Understanding Processes □ Making Ethical Decisions □ Being an Effective Team Member □ Skills for Professional Telephone Calls □ Customer Service Fundamentals E-Learning			
Tuesday, October 16 & 23, 2012 ☐ Career Development Certificate Thursday, October 18, 2012 ☐ Building a Financial Roadmap - Lunch & Learn	☐ From Good Listening to Great Tuesday, November 20, 2012 ☐ Performance Management Series Module 4					☐ The eries ☐ Prin for
Friday, October 19, 2012 New Employee Orientation	Wednesday, Novem ☐ New Employee ☐ Pathways to H Education and	□ Ma □ Be □ Ski				
Friday, October 26, 2012 ☐ Change Style Indicator	☐ Managing You Learn	n & □ Cu				
Monday, October 29 & November 5, 2012 ☐ MS PowerPoint - Intermediate/ Advanced	Thursday, November Stress Mastery	☐ Into E-L	☐ Internal Customer Service E-Learning ☐ Customer Service Over the			
Tuesday, October 30, 2012 ☐ Performance Management Series Module 1	Tuesday, November Performance N Module 5			one E-Learning nfrontations & Cor	nflict E-Learning	

Wednesday, November 28, 2012

☐ Write This Way



Tuesday, October 30, 2012

☐ Ergonomics