## **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: (Please Print)	Tel. Ext.:							
Dept./School:			Campus:	No	orth	Lake	Other	
<b>Employee Group:</b> Support A If Support Staff, please ensure your Manager has		Faculty attendance.	Status: (Circle One)	Full	-Time	Part-Time	Contract	
			r's Name					
I would like to attend the follow	ing works		e rillit)					
Thursday, September 26, 2013  ☐ New Employee Orientation		sday, Octol ite This Wa	per 30, 2013 y	er 30, 2013		Monday, November 25, 2013  Managing Within the		
Friday, October 4 & 11, 2013  Mental Health First Aid Training		y, Novemb ange Style			Collective Agreement - Strategic Contract Staffing Office Ergonomics			
Tuesday, October 8, 2013  ☐ An Introduction to MS Outlook 2010		-	er 4 & 11, 201 ermediate/Advan		Tuesday, November 26, 2013  ☐ Behaviour Based Interviewing			
Wednesday, October 9, 2013  ☐ Prepare For Your Performance		Tuesday, November 5, 2013  ☐ The Complex Art of Feedback Pt. 2  Thursday, November 7, 2013 ☐ Managing Within the Collective			Wednesday, November 27, 2013 ☐ Emails at Work  Wednesday, December 4, 2013 ☐ Creating Effective Business Plans			
Review – Support Staff	□ Ma							
Tuesday, October 15, 2013  ☐ Score High with your  Nutritional Colours!	Friday,	November		nce	Thurs. December 5 & Fri. Dec. 6, 2013  Mental Health First Aid Training  Monday, December 9, 2013  What is my Carbon Footprint?  Tuesday, December 10, 2013  An Introduction to MS  Outlook 2010			
Wednesday, October 16, 2013  ☐ Office Ergonomics	Cu	eating the ' stomer Exp	erience					
Thursday, October 17, 2013  ☐ Stress Mastery (Stress Map)	□ Tad □ An							
Friday, October 18, 2013  Insights Into Communications	Tues. N	Tues. Nov. 12 & Wed. Nov. 13, 201  Mental Health First Aid Training Thursday, November 14, 2013 Discover Your Dynamic Voice			Wednesday, December 11, 2013  New Employee Orientation Time Mastery  Wednesday, December 11 & 18, 2013 Mental Health First Aid Training			
Monday, October 21, 2013  ☐ MS Excel - Introduction								
Tuesday, October 22, 2013	☐ Dis							
<ul> <li>☐ Performance Management At Humber</li> </ul>		y, Novemb IkedIn	er 18, 2013		Friday,	y, December 13 , 2013 Franklin Covey's 7 Habits of Highly Effective People Maximizer Workshop		
Wednesday, October 23, 2013  ☐ Setting and Achieving Your Goals		y, Novemb anaging Fo	er 19, 2013 Results		Hig			
Thursday, October 24, 2013  ☐ New Employee Orientation ☐ LinkedIn	□ Ne □ Cre	w Employe	mber 20, 2013 e Orientation Financial Road		Skill Soft E-Learning:  Being an Effective Team Member Enhancing Listening Skills			
Friday, October 25, 2013  StrengthsQuest		•	а сеан ber 21 & 28, 20	013	Rel	etting Results by Building elationships anaging Your E-mail rgeting Your Message nderstanding Processes		
Monday, October 28, 2013  ☐ MS Publisher	Friday,	November	opment Certifica 22 & 29, 2013	3	☐ Tar			
Tuesday, October 29, 2013  ☐ The Complex Art of Feedback Pt. 1 ☐ Getting Organized With Outlook	Friday, □ Fin	<ul> <li>□ Mental Health First Aid Training</li> <li>Friday, November 22, 2013</li> <li>□ Finance for Non-Financial Administrators</li> </ul>			<ul> <li>☐ The Process of Negotiation</li> <li>☐ Customer Service Fundamentals</li> <li>☐ Internal Customer Service</li> <li>☐ Customer Service Over the Phone</li> <li>☐ Confrontations and Conflict</li> </ul>			

