

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:** North Lake Other
(Circle One)

Employee Group: Support Admin Faculty **Status:** Full-Time Part-Time Contract
If Support Staff, please ensure your Manager has approved your attendance. (Circle One)

 Manager's Signature Manager's Name Date
(Please Print)

I would like to attend the following workshops:

Wednesday, April 25, 2012
 New Employee Orientation

Thursday, May 3, 2012
 New Employee Orientation

Wednesday, May 9, 2012
 StrengthsQuest
 Human Rights Awareness

Friday, May 11, 2012
 Introduction To Communications

Tuesday, May 15, 2012
 Franklin Covey's 7 Habits of Highly Effective People

Thursday, May 17, 2012
 Mind Mapping

Wednesday, May 23, 2012
 Managing Upward

Thursday, May 24, 2012
 MS Access Levels 1 and 2

Friday, May 25, 2012
 Franklin Covey's 7 Habits of Highly Effective People

Monday, May 28, 2012
 Human Rights Awareness

Tuesday, May 29, 2012
 Critical Thinking and Risk Taking

Wednesday, May 30, 2012
 Managing Within the Collective Agreement - Strategic Contract Staffing

Friday, June 1, 2012
 MS Access Levels 1 and 2
 Personal Goal-Setting

Monday, June 4, 2012
 A Formula For Effective Feedback

Tuesday, June 5, 2012
 New Employee Orientation

Wednesday, June 6, 2012
 StrengthsQuest

Friday, June 8, 2012
 Human Rights Awareness

Tuesday, June 12, 2012
 Insights Discovery

Wednesday, June 13, 2012
 Putting a Positive Spin on Letters and Memos

Friday, June 15, 2012
 Living Well With Stress

Monday, June 18, 2012
 Human Rights Awareness
 Influencing Without Authority

Tuesday, June 19, 2012
 Delivering Your Verbal Message
 Exercise Myths and Misconceptions - Breaking Down the Barriers

Thursday, June 21, 2012
 Mastering Minutes and Note Taking

Tuesday, June 26, 2012
 Change Style Indicator

Skill Soft E-Learning:
 Managing Your E-mail
 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
 Internal Customer Service E-Learning
 Customer Service Over the Phone E-Learning
 Confrontations and Conflict E-Learning