

# 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 10, 2013<br><input type="checkbox"/> Pathways to Human Rights Education and Action                      | Friday, May 17, 2013<br><input type="checkbox"/> Change Style Indicator   | Wednesday, June 12, 2013<br><input type="checkbox"/> Getting Organized With Outlook   |
| Wednesday, April 17, 2013<br><input type="checkbox"/> New Employee Orientation   | Tuesday, May 21, 2013<br><input type="checkbox"/> Office Ergonomics   | Thursday, June 13, 2013<br><input type="checkbox"/> Creating Powerful Presentations   |
| Thursday, April 18, 2013<br><input type="checkbox"/> Managing Difficult Classroom Moments                                | Wednesday, May 22, 2013<br><input type="checkbox"/> Work - Life Balance Workshop                                | Friday, June 14, 2013<br><input type="checkbox"/> StrengthsQuest  |
| Wednesday, April 24 & 25, 2013<br><input type="checkbox"/> Mental Health First Aid Training                              | Thursday, May 23, 2013<br><input type="checkbox"/> Effective Feedback Skills                                    | Tuesday, June 18 & 25, 2013<br><input type="checkbox"/> Mental Health First Aid Training  |
| Friday, April 26, 2013<br><input type="checkbox"/> Pathways to Human Rights Education and Action                         | Monday, May 27, 2013<br><input type="checkbox"/> Insights Into Communications                                   | Tuesday, June 18, 2013<br><input type="checkbox"/> Office Ergonomics  |
| Friday, May 3 & 10, 2013<br><input type="checkbox"/> Mental Health First Aid Training                                    | Wednesday, May 29, 2013<br><input type="checkbox"/> Basic Grammar and Proofreading                              | Wednesday, June 19, 2013<br><input type="checkbox"/> Writing Business Reports<br><input type="checkbox"/> Writing Business Proposals  |
| Tuesday, May 7, 2013<br><input type="checkbox"/> Mastering Minutes and Note Taking                                       | Thursday, May 30 & 31, 2013<br><input type="checkbox"/> Mental Health First Aid Training                        | Thursday, June 20, 2013<br><input type="checkbox"/> Creating the "Wow" in the Customer Experience - In Class Session  |
| Wednesday, May 8, 2013<br><input type="checkbox"/> Getting Organized With Outlook  | Monday, June 3, 2013<br><input type="checkbox"/> Finance for Non-Financial Administrators                       | Monday, June 24, 2013<br><input type="checkbox"/> Franklin Covey's 7 Habits of Highly Effective People  |
| Thursday, May 9, 2013<br><input type="checkbox"/> Managing Within the Collective Agreement - Strategic Contract Staffing | Monday, June 3 & 10, 2013<br><input type="checkbox"/> MS Excel - Intermediate/Advanced                          | Tuesday, June 25, 2013<br><input type="checkbox"/> Planning For a Healthy Financial Future - Lunch & Learn  |
| Thursday, May 9 & 16, 2013<br><input type="checkbox"/> Presentations Skills  | Tuesday, June 4 & Monday, June 10, 2013<br><input type="checkbox"/> Career Development Certificate              | Wed., June 26 & Thurs., June 27, 2013<br><input type="checkbox"/> Mental Health First Aid Training  |
| Friday, May 10, 2013<br><input type="checkbox"/> Care For The Caregiver - Lunch & Learn                                  | Tuesday, June 4, 2013<br><input type="checkbox"/> Managing Within the Collective Agreement: Time and Attendance | Skill Soft E-Learning:<br><input type="checkbox"/> Enhancing Listening Skills<br><input type="checkbox"/> Getting Results by Building Relationships<br><input type="checkbox"/> Managing Your E-mail<br><input type="checkbox"/> Targeting Your Message<br><input type="checkbox"/> Customer Service Fundamentals - E-Learning<br><input type="checkbox"/> Internal Customer Service - E-Learning<br><input type="checkbox"/> Customer Service Over the Phone - E-Learning<br><input type="checkbox"/> Confrontations and Conflict - E-Learning |
| Monday, May 13 & 27, 2013<br><input type="checkbox"/> MS Access  | Tuesday, June 4 & 5, 2013<br><input type="checkbox"/> Mental Health First Aid Training                          |   |
| Tuesday, May 14, 2013<br><input type="checkbox"/> Debt: Understanding It, Managing It, Getting Out of It - Lunch & Learn | Friday, June 7, 2013<br><input type="checkbox"/> Working Successfully with Multi Generations                    |   |
| Wednesday, May 15, 2013<br><input type="checkbox"/> New Employee Orientation   | Tuesday, June 11, 2013<br><input type="checkbox"/> Caring For The Aging - Lunch & Learn                         |   |
|  | Wednesday, June 12, 2013<br><input type="checkbox"/> New Employee Orientation                                   |   |