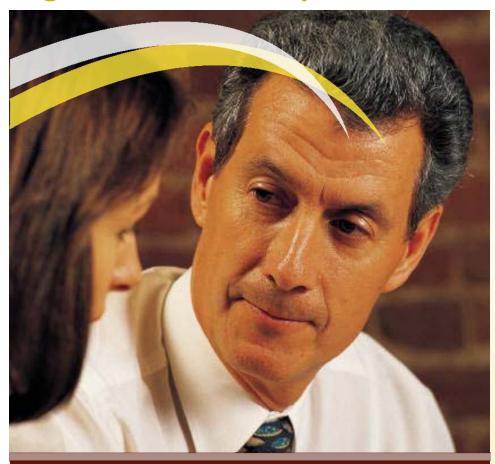
Talent Management and Organization Development



REGISTRATION INFORMATION

All SOM Leadership Skill Building for Junior Faculty courses will be held at 2024 E. Monument Street, 2nd Floor Auditorium, Suite 2-1002, and will run from 8:30 am – 11:30 am (unless otherwise noted).

COURSE FEES

When full- or part-time faculty of the university registers and attends, the daily cost is charged to Staff Development Remission. If a faculty member registers and does not attend or cancels with less than five working days' notice, the cost is charged to the departmental budget number authorized on the registration form. All other faculty (limited, casual, post-docs) may attend the courses, however, they must pay the course fee prior to enrolling. For more information, please contact Carolyn Cook at carolyn@jhu.edu.

These courses are limited to participation by East Baltimore faculty only.

Leadership Skill Building for Junior Faculty

Effective Meetings in Half the Time

• February 11, 2015

Speak Like a Pro I

March 11, 2015

Speak Like a Pro II

April 8, 2015

FLEX Talk

May 5, 2015

Becoming a Conflict Competent Leader

• June 10, 2015

Relationship Awareness Theory

• July 8, 2015

Communicating with Others

September 9, 2015

Crucial Conversations

October 15, 2015

Getting and Staying Organized

November 11, 2015

The Art of Negotiation

• December 10, 2015

1101 E. 33rd Street, Suite C130 Baltimore, MD 21218 443.997.6811 443.997.6867 (f) carolyn@jhu.edu http://learning.jhu.edu http://tmod.jhu.edu

Talent Management and Organization Development SOM Leadership Skill Building for Junior Faculty

FAX form to 443.997.6867

Personnel Number

JHU Department JHU		one	JHU Fax	
JHU /	Address		E-mail Address	
	The following classes will be held at EBA - 2024 E. Mon	nument Street, Suite 2-1002	? (Auditorium)	
(X)	Course Title	Date	Time	
	Effective Meetings in Half the Time	February 11, 2015	8:30 am - 11:30 am	
	Speak Like a Pro I	March 11, 2015	8:30 am - 11:30 am	
	Speak Like a Pro II	April 8, 2015	8:30 am - 11:30 am	
	FLEX Talk	May 5, 2015	8:30 am - 11:30 am	
	Becoming a Conflict Competent Leader	June 10, 2015	8:30 am - 11:30 am	
	Relationship Awareness Theory	July 8, 2015	8:30 am - 11:30 am	
	Communicating with Others: Your Style and Its Impact	September 9, 2015	8:30 am - 11:30 am	
	Crucial Conversations	October 15, 2015	8:30 am - 11:30 am	
	Getting and Staying Organized	November 11, 2015	8:30 am - 11:30 am	
	The Art of Negotiation	December 10, 2015	8:30 am - 11:30 am	

Please check the box that applies to your employment status.

number, check, or money order.)

Name

I am a full- or part-time university employee. Charge this internal order or cost center number if I do not attend, (and fail to cancel with seven day's notice), arrive too late to join a class that is already in progress, or fail to complete the full session.

Budget Authorization (Registration will not be processed without a valid cost center number, internal

I am NOT employed by the university but work in a department that has a university internal order or cost center number. Charge the cost of my training to this number. (Fees: \$187.50-\$225/3 hour session)

I am a non-university employee. I have attached a copy of my check requisition or personal check, made payable to *The Johns Hopkins University*, and mailed it to the Project Management Office of Talent Management and Organization Development, 1101 E. 33rd Street, Suite C130, Baltimore, MD 21218.

Please provide one of the required forms of budget information:					
·					
SAP Internal Order number	Signature				
oral internal crass manuscr signature					
	OD.				
OR					
SAP Cost Center number	Signature				
Only internal order and cost center nul	nbers of non-sponsored accounts will be accepted for registration.				

Please allow a 48-hour turnaround time for your confirmation notices. Confirmation notices will be sent via the information listed on this form. Courses for which faculty/staff register and attend are charged to staff development remission. The departmental cost center number authorized on this form will be charged if a faculty/staff member registers but does not attend and cancel without at least one week's notice or arrives after the start of the session.

Questions? Please contact: