Take a look at the professional development opportunities happening at the University of Oregon during the coming months. Explore new areas of thought and skill development as we enter into the spring season.

"Learning is the only thing the mind never exhausts, never fears, and never regrets." ~ Leonardo Da Vinci

Highlighted Courses

- Skillport e-learning provides over 800 courses related to the desktop software being used at the UO. If you are using Microsoft Outlook as your calendaring software, take a quick look at advanced features of this powerful tool.
  
  http://odt.uoregon.edu/elearning

  1. Log-in (upper right corner of the screen - use your Duck username and password) - You will be returned to the Professional Development e-learning page

  2. Click on the green box - this will open the Skillport e-learning resource. When you see a light bulb that looks like a Duck head you are in the elearning resource

  3. Click on "Browse the Library"

  4. In the pop-up window click on the Desktop Skills, then watch the **left column of your screen**, this is where you drill into the topic
    a. Microsoft Office - the version you want to use (2010, 2013, 2016, etc.)
    b. Advanced Outlook
    c. And "Launch" the course

The Highlighted Course list is featured on the website - http://odt.uoregon.edu/highlighted-courses

Upcoming Courses

(PHNB stands for PeaceHealth North Building)

- Bloodborne Pathogens Training
  March 8, 2016, 1:00 - 1:45 p.m., 1715 Franklin Blvd., Room 271
  March 14, 2016, 9:00 - 9:45 a.m., 1715 Franklin Blvd., Room 271

- Contracts 101
  May 13, 2016, 1:30 - 4:30 p.m., PHNB, Room 478
- **Crucial Conversations**: Tools for talking when the stakes are high. This is a four session series. $92.50 course fee. The [Professional Development Opportunity Fund](#) may be a resource available to you in covering the fee for this course.
  - Session 1: May 13, 2016, 8:30 a.m. - 12:00 p.m., PHNB, Room 478
  - Session 2: May 20, 2016, 8:30 a.m. - 12:00 p.m., PHNB, Room 478
  - Session 3: May 27, 2016, 8:30 a.m. - 12:00 p.m., PHNB, Room 478
  - Session 4: June 3, 2016, 8:30 a.m. - 12:00 p.m., PHNB, Room 478

- **Delegation and Empowerment**
  - March 1, 2016, 9:00 a.m. - 12:00 p.m., PHNB, Room 478

- **Emotional Intelligence I**
  - March 15, 2016, 9:00 a.m. - 12:00 p.m., PHNB, Room 478

- **Emotional Intelligence II**: Managing Different Behaviors
  - April 19, 2016 9:00 a.m. - 12:00 p.m., PHNB, Room 478

- **Employee Supervision (BOLI):** A 2-Day Training
  - $285.00 course fee.
  - April 7, 2016, 9:00 a.m. - 4:00 p.m., PHNB, Room 478
  - April 8, 2016, 9:00 a.m. - 4:00 p.m., PHNB, Room 478

- **Leadership in Student Supervision**
  - April 20, 2016, 1:00 - 5:00 p.m., PHNB, Room 478

- **Listening Skills...The art of optimal understanding**
  - March 8, 2016, 9:00 a.m. - 12:00 p.m., PHNB, Room 478

- **Mindfulness-Based Stress Reduction**
  - Course fee varies
  - April 9, 2016, 10:00 - 11:30 a.m.
  - April 13, 2016, 6:00 - 8:30 p.m.
  - April 20, 2016, 6:00 - 8:30 p.m.
  - April 27, 2016, 6:00 - 8:30 p.m.
  - May 4, 2016, 6:00 - 8:30 p.m.
  - May 11, 2016, 6:00 - 8:30 p.m.
  - May 18, 2016, 6:00 - 8:30 p.m.
  - May 21, 2016, 8:30 a.m. - 4:00 p.m.
  - May 25, 2016, 6:00 - 8:30 p.m.
  - June 1, 2016, 6:00 - 8:30 p.m.

- **Oregon Ready (online continuity planning tool) User Training**
  - March 8, 2016, 9:00 - 11:00 a.m., 1715 Franklin Blvd. Room 271
• **Processes and Procedures for Purchasing and Contracting**  
  March 2, 2016, 1:30 - 4:30 p.m., PHNB, Room 478

• **Project Management Series**  
  Session 1: May 12, 2016, 2:00 - 5:00 p.m., PHNB, Room 478  
  Session 2: May 19, 2016, 2:00 - 5:00 p.m., PHNB, Room 478  
  Session 3: May 26, 2016, 2:00 - 5:00 p.m., PHNB, Room 478  
  Session 4: June 2, 2016, 2:00 - 5:00 p.m., PHNB, Room 478  
  Session 5: June 9, 2016, 2:00 - 5:00 p.m., PHNB, Room 478

• **Purchasing Rules and Regulations**  
  April 5, 2016, 1:30 - 4:30 p.m., PHNB, Room 478

• **Risk Summit**  
  March 10, 2016, 9:00 a.m. - 3:00 p.m., Ford Alumni Center Ballroom

• Suicide Prevention Training and Resources  
  **March 15, 2016**, 3:00 - 4:50 p.m., Straub, Room 254  
  **April 27, 2016**, 2:00 - 3:50 p.m., Esslinger 107

• **Transforming Meetings** - Going from Getting Together to Getting it Done!  
  March 29, 2016, 9:00 a.m. - 12:00 p.m., PHNB, Room 478

• **Wage and Hour Laws** - (BOLI)  
  $185.00 course fee  
  March 21, 2016, 9:00 a.m. - 4:00 p.m., PHNB, Room 478

• **Workplace Accommodations** - (BOLI)  
  $75.00 course fee  
  April 11, 2016, 1:00 - 4:00 p.m., PHNB, Room 478

• **Workplace Harassment & Discrimination** - (BOLI)  
  $75.00 course fee  
  March 14, 2016, 1:00 - 4:00 p.m., PHNB, Room 478

For questions about upcoming Professional Development courses, email hrodt@uoregon.edu

Computer Skills - For a complete list of upcoming computer courses go to: [Computer and Technology Skills](#). Check the course list often since computer courses are added frequently throughout the term.