

Training Seminars

“Healthy Holiday Eating” Tuesday, Dec. 1, 12:00 PM
 The holiday season is here again. With it come many positives like spending time with family and friends or attending holiday get-togethers. On average, most people will gain seven pounds between Thanksgiving and New Years. Join representatives from Family Consumer Sciences to discuss healthy eating options during the holiday season.

“It’s OKAY to Be the Boss” Wednesday, Dec. 2, 2:00 PM
 New for Supervisors & Managers! The message of this program is tailored to help supervisors who are tasked with the significant challenges of managing today's increasingly complex work environment. **IT'S OKAY TO BE THE BOSS** provides a practical blueprint that managers at any level can use to become the "hands-on" leader employees need and deserve. The learning objectives include:

- Identify your management style.
- Identify popular myths about managing people.
- Identify ways to effectively manage your team in today's work environment.
- Avoid the under management trap.
- Implement an action plan to immediately impact how you manage your employees.

In addition, the group will discuss the University's Progressive Discipline policy and procedures. 1 hour & 15 minutes

“Time Management” Wednesday, Dec. 9, 2:00 PM
 Do you get everything done on your “to do” list? If not, do you feel guilty when you can't get everything done? During the hour, we will discuss:

- Organizing Your Day
- Controlling Interruptions
- Delegating effectively
- Overcoming Procrastination

All seminars will be held in the HR Training Room. Please contact Molly Tanner at mbtanner@olemiss.edu to sign up. If you require special assistance relating to a disability, please contact Molly Tanner at ext. 1205.

New Courses for “HR On Demand”

“Strategies for Managing Change” – A discussion on our typical reactions to change and the strategies to “go *with* change, not against it.”

“Who Moved My Cheese?” – Based on the #1 Best-Selling Business Book, an *a-mazing* way to deal with change in your work and in your life. Supervisors, you may request customized training for your team at your office or in the Human Resources Training Room.

Additional courses available:

- Everest - The Elements of Success * Dealing with Difficult People
- Give ‘em the Pickle - Customer Service * FISH - Employee Motivation
- Managing a Student Workforce * The Respect Advantage
- The UM Hiring Process Start to Finish * Excelling as a First Time Manager
- Professional Telephone Skills and Business Communications