

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

**FAX form to 443.997.6867**

<b>Name</b>	<b>Personnel Number</b>
<b>JHU Department</b>	<b>JHU Phone</b>
	<b>JHU Fax</b>
<b>JHU Address</b>	<b>E-mail Address</b>

*The following classes will be held at EBA - 2024 E. Monument Street*

(X)	Course Title	Date	Time	Location
	Speak Like a Pro: Part One – the Basics	10/22/09	8:30 am – 11:30 am	Ste 2-1002
	Speak Like a Pro: Part Two – Skills Practice w/Videotaping	10/29/09	8:30 am – 11:30 am	Ste 1-500Q
	Crucial Conversations	11/05/09	8:30 am – 11:30 am	Ste 2-1002
	How to Influence Others and Negotiate Win-Win Solutions	11/16/09	8:30 am – 11:30 am	Ste 2-1002
	FLEX Talk: Understanding Yourself and Others Better . . .	12/11/09	8:30 am – 11:30 am	Ste 2-1002
	Becoming a Conflict Competent Leader	12/18/09	8:30 am – 11:30 am	Ste 2-1002
	Focus on Underlying Motives: The Key to More . . .	01/08/10	8:30 am – 11:30 am	Ste 2-1002
	Your Best Year Ever: Managing Your Mission . . .	01/22/10	8:30 am – 11:30 am	Ste 1-500Q

**The above mentioned training sessions are for Faculty ONLY.**

**Budget Authorization** (Registration will not be processed without a valid cost center number, internal number, check, or money order.)

**Please check the box that applies to your employment status.**

- 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.
- 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: \$200 - \$233.36, depending on the course)
- 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. 33<sup>rd</sup> Street, Suite C130, Baltimore, MD 21218.

**Please provide one of the required forms of budget information:**

SAP Internal Order number \_\_\_\_\_ Signature \_\_\_\_\_

**OR**

SAP Cost Center number \_\_\_\_\_ Signature \_\_\_\_\_

*Only internal order and cost center numbers 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:**

Talent Management and Organization Development Project Management Office  
1101 E. 33<sup>rd</sup> Street, Suite C130, Baltimore, MD 21218 / Phone 443.997.6811 / FAX 443.997.6867