

**Talent Management and Organization Development  
Faculty Development – Registration Form – April & May 2009  
FAX form to 443.997.4755**

Name \_\_\_\_\_ Personnel Number \_\_\_\_\_

JHU Department \_\_\_\_\_ JHU Phone \_\_\_\_\_ JHU Fax \_\_\_\_\_

JHU Address \_\_\_\_\_ E-mail Address \_\_\_\_\_

(X)	Course Title	Date	Time	Day	Location
	Strategies for Managing Your Day - <b>SOM FACULTY ONLY</b>	03/17/09	8:30 am – 11:30am	Tuesday	Suite 2-1000
	Speak Like a Pro – <b>SOM FACULTY ONLY</b>	03/30/09	8:30 am – 11:30am	Monday	Suite 2-1000
	FLEX Talk: Understanding Yourself and Others Better Thru MBTI Personality Type Theory Manager – <b>SOM FACULTY ONLY</b>	04/02/09	8:30 am – 11:30am	Thursday	Suite 500 - Room 1-500Q
	FLEX Talk: Practical Communications Skills Using MBTI Personality Type Theory - <b>SOM FACULTY ONLY</b>	04/09/09	8:30 am – 11:30am	Thursday	Suite 500 - Room 1-500Q
	Becoming a Conflict Competent Leader - <b>SOM FACULTY ONLY</b>	05/06/09	8:30 am – 11:30am	Wednesday	Suite 500 - Room 1-500Q
	How to Influence Others and Negotiate Win- Win Situations- <b>SOM FACULTY ONLY</b>	05/14/09	8:30 am – 11:30am	Thursday	Suite 2-1000

**Location: Classes will be held at 2024 E. Monument Street in the  
Room listed above.**

**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.
- I am NOT a 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.*

**Supervisory Approval** (Supervisory approval is required to release staff for time away from the office.)

Supervisor's Name \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

By signing above, I accept and understand the Staff Development Remission policy. 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. 3<sup>rd</sup> Street | Suite C130 | Baltimore, MD 21218 | Phone 443.997.6805 | FAX 443.997.4755