

# Talent Management and Organization Development



## REGISTRATION INFORMATION

All SOM Leadership Skill Building for Junior Faculty courses will be held at 2024 E. Monument Street, 2<sup>nd</sup> 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](mailto: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. 33<sup>rd</sup> Street, Suite C130  
Baltimore, MD 21218  
443.997.6811  
443.997.6867 (f)  
[carolyn@jhu.edu](mailto: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**

<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, 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

**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: \$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. 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