







Session Calendar

JUNE 2019

M	T	W	T	F				
3	4	5	6	7	5	<p><u>Workplace Fundamentals: Health and Wellness</u> 10:00 AM – 12:00 PM</p>	6	<p><u>Communicating: navigating roadblocks</u> 9:00 AM – 12:00 PM</p>
					6	<p><u>Management Fundamentals: Delegation</u> 9:00 AM – 11:00 AM</p>		
M	T	W	T	F				
10	11	12	13	14	11	<p><u>Connecting with Our Community: Career Development Centre</u> 11:00 AM – 12:00 PM</p>	13	<p><u>Management Fundamentals: Problem Solving - A3 Technique</u> 9:00 AM – 11:00 AM</p>
					11	<p><u>Maintenance for the Mind: getting your daily dose in winter</u> 1:00 PM – 2:00 PM</p> 		
M	T	W	T	F				
17	18	19	20	21	18	<p><u>Conflict: managing it better</u> 9:00 AM – 12:00 PM</p>	20	<p><u>Recruitment System Training</u> 9:00 AM – 12:30 PM</p>
					19	<p><u>Workplace Fundamentals: Making the Most of My Learning</u> 11:00 AM – 12:00 PM</p>	20	<p><u>Management Fundamentals: Performance Management Frameworks</u> 10:00 AM – 12:00 PM</p> 
					19	<p><u>Just a Minute: a guide for minutes and meetings</u> 2:00 PM – 4:00 PM</p> 		
M	T	W	T	F				
24	25	26	27	28	25	<p><u>Influence and Persuasion</u> 10:00 AM – 12:00 PM</p>	26	<p><u>Workplace Fundamentals: Communication</u> 10:00 AM – 12:00 PM</p>
					25	<p><u>Information and Records Management at Otago for Operations Group Staff</u> 11:00 AM – 12:00 PM</p> 	27	<p><u>Management Fundamentals: Having Those Discussions</u> 10:00 AM – 12:00 PM</p> 
					26	<p><u>Managing Information Essentials</u> 9:30 AM – 10:30 AM</p>	27	<p><u>Fixed Term Employment Guidelines and Research Funded Permanent Staff Guidelines</u> 11:00 AM – 12:00 PM</p> 

Each course title links to the website for more information and booking details.