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# Career, Leadership, Management, and P3

Johns Hopkins University

## Career Development
- Conducting an Effective Job Search
- Introduction to Managing Your Career
- Professional Resumes and Job Search Correspondence
- Your Career Assessment Profile: Understanding Your Interests, Skills, Personality Type and Values

## Leadership and Management Development
### Leadership Skills Development:
- Becoming a Conflict Competent Leader
- Crucial Conversations
- Executive Wisdom: A Workshop For Leaders on How to Anticipate the Future and Avoid the Mistakes of the Past
- FLEX Talk: Practical Communication Skills Using MBTI Personality Type Theory
- Influencing for Impact: A Workshop for Women in Leadership
- Leadership Challenges for Women: Decision-Making and Risk-Taking
- Senior Leadership Transition Workshop
- The Mechanics of Leadership: Influencing Interpersonal and Group Outcomes

## Performance Partnership Process (P3)
- Performance Partnership Process - Supervisor Training Additional Session
- Performance Partnership Process (P3) - Supervisor Teach Back session
- Performance Partnership Process (P3) Employee Training
- Performance Partnership Process (P3) Employee Training Make-up session
- Performance Partnership Processes - Supervisor Teachback session

## Skills for Managers:
- Career Development Coaching for Your Employees
- Making the Transition to Management
- Management Skills I: Foundations of Management
- Management Skills II: Planning and Organizing
- Management Skills III: Leading and Controlling
- Managing Talent in the 21st Century

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# Staff Development

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## Administrative Skills Development
- Providing Exceptional Customer Service
- Successful Telephone Communication
- The Indispensable Assistant
- The Professional Administrative Assistant Module 1: Professionalism
- The Professional Administrative Assistant Module 2: Communication Skills, Part I
- The Professional Administrative Assistant Module 3: Communication Skills II
- The Professional Administrative Assistant Module 4: Customer Service Skills

## Coping Skills for the High-Pressure Workplace
- Becoming the Totally Responsible Person
- Choosing Civility
- Conquering Negativity: Creating Optimism in the Workplace
- Cultivating the Power of Emotional Intelligence
- Getting and Staying Organized
- Managing Multiple Priorities
- Managing Stress and Staying Positive in Today’s World
- Overcoming Procrastination: Bridging the Gap Between your Goals and Reality
- Permit Me to Introduce You to Yourself
- The 7 Habits in Action
- The Downside of Anger: Making Changes for a Healthier and Happier Lifestyle
- Time Management: Strategies for Managing Your Day
- Working with You is Killing Me: Free Yourself from Emotional Traps at Work

## Interpersonal and Group Communication Skills
- Assertive Communication: On and Off the Job
- Communicating with Others: Your Style and Its Impact
- Dealing with Difficult People
- Powerful Communication Skills for Women
- Powerful Listening Skills
- Relationship Awareness Theory: The Key to Better Communication and More Productive Conflict
- Speak Like a Pro
- Speak Like a Pro II

## Supervisory Training Program
- Basic Supervision
- Business Law for Supervisors
- Employment Law for Supervisors
- Essentials of Communicating With Tact and Finesse
- Introduction to Work Safety and Occupational Health
- Managing Workplace Diversity
- Success for Supervisors

## Project Management
- PM01: Project Management Overview/Managing Project Scope
- PM02: Project Scheduling
- PM03: Project Estimating and Budgeting
- PM04: Forming and Managing the Project Team
- PM05: Contract and Procurement Management
- PM06: Managing Project Risk
- PM07: Project Quality Management
- PM08: Project Monitoring and Control

## Written Communication Skills
- Effective Business Writing
- F.A.S.T. Reading Program
- How to Design Eye-Catching Brochures, Newsletters, Ads, & Reports
- Power Editing I: Focus on Conciseness and Clarity
- Power Editing II: Focus on Grammar and Punctuation
- Power Writing
- Proofread Like a Pro
- Writing Effective Emails: Strategies and Tips for Productive Email Correspondence

## Innovation at Work
- Effective Meetings and Presentations: How to Make an Impression that Makes a Difference
- Effective Meetings in Half the Time
- Team Tools for Generating Ideas and Planning Projects
- Thinking Outside of the Box: Creativity and Innovation at Work

## Campus Conversations on Diversity and Inclusion at JHU
- Intro to Campus Conversations on Diversity and Inclusion

## Diversity

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