



# Leadership, Management, and Professional Skills

November 30, 2010

Johns Hopkins University

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# Career, Leadership, Management, and P3

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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
<b>Leadership Skills Development:</b>
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

## 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

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

To register for a course, simply click on the course name or visit the [MyLearning website](#).

# 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

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

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

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

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

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

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

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

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