Training & Development
Opportunities at NU

Opportunities Available to NU Staff, Faculty, Affiliates & Students
Overview of Services

 Traditional workshops and customized one-on-one coaching sessions are offered for the following categories:
* Leadership & Management
* University Business Processes
* Computer Applications
* Workplace Skills

 Available to NU Staff, Faculty, Affiliates and Students

 Detailed descriptions published online and in quarterly workshop catalog
Leadership & Management

Popular series for managers and supervisors offered in Evanston and Chicago

- Leadership & the Role of Management
- Relationship Building & Interpersonal Skills
- Evaluating & Coaching Staff
- Mobilizing People for Change
- Selecting New Employees
- Managing a Diverse Workforce
- Effective Problem Solving & Decision Making
- Performance Management & Dealing with Behavioral Problems
University Business Processes

- Designed specifically for NU employees
  - Introduction to University Business Processes
  - Acquiring Goods & Services
  - Accounting & Reporting Processes
  - Effective Business Operations
  - NU Standards for Business Conduct
Workplace Skills

Designed to improve specific work-related skills, including:

* Better Business Writing
* Customer Service
* Giving Effective Presentations
* Running an Effective Meeting
* Project Management
* Time Management
Computer Applications: Workshops

Traditional, hands-on workshops offered in a Windows environment

* Instruction at the fundamental, intermediate, and advanced levels
* Online skills assessments to help you decide which workshops are right for you

- Access
- Acrobat
- Dreamweaver MX
- Excel
- PageMaker

- Photoshop
- PowerPoint
- Word
- Database Design (non-computer based)
Computer Applications: Coaching

- Customized one-on-one or group sessions
  - Workshop application titles
  - Additional application titles
  - Database design and creation
  - Web site design and creation
  - Print publication design and layout

- Sessions held at participant’s office or our computer lab

- Pricing begins at $59 per hour (training materials included)
## Computer Applications: Coaching (continued)

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<tr>
<th>Existing workshop applications</th>
<th>Additional applications</th>
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<tr>
<td>Access</td>
<td>Eudora email</td>
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<tr>
<td>Acrobat</td>
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<td>Dreamweaver</td>
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<td>Excel</td>
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<td>PageMaker</td>
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Workshop & Coaching Registration

- Online workshop registration
  - [www.northwestern.edu/hr/training](http://www.northwestern.edu/hr/training)
  - A valid NU NetID is required
- Mail/Fax a workshop registration form
  - For those without a valid NU NetID
- To schedule coaching, contact Valerie Proctor
  - 847-491-7459
  - v-proctor@northwestern.edu

- CUFS accounts and personal checks accepted
- Cancellations are not accepted for workshops with a fee
## HR Training & Development

Helping individuals & organizations work more effectively

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<thead>
<tr>
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<th>Title</th>
<th>Email</th>
<th>Phone</th>
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