

Spring 2024 Snapshot of L&D Workshops for Employees of Columbia University

March 2024				
Columbia's Background Check Program *NEW*	Virtual	Wed, March 6, 2024	11:00am-12:00pm	Free
Performance Management for Managers	In-Person	Tue, March 12, 2024	9:30am-4:30pm	Free
Leave Management (CUIMC)	In-Person	Tue, March 19, 2024	2:00pm-5:00pm	Free
Peer Coaching for Greater Collaboration	Virtual	Wed, March 20, 2024	10:00am-12:00pm	\$100.00
Preparing for Performance Reviews for Staff	Virtual	Thu, March 21, 2024	2:00pm-3:30pm	Free
Preparing for Performance Reviews for Managers	Virtual	Thu, March 21, 2024	10:00am-11:30am	Free
Microsoft Office – Excel 2019 Level 2	Virtual	Wed, March 27, 2024	9:30am-4:30pm	\$250.00
Leveraging Your Style with the Myers-Briggs Type Indicator (MBTI)	In-Person	Thu, March 28, 2024	9:30am-12:30pm	\$130.00
April 2024				
Preparing for Performance Reviews for Staff	Virtual	Tue, April 2, 2024	10:00am-12:00pm	Free
Improv for Better Communication	In-Person	Tue, April 2, 2024	1:30pm-4:30pm	\$100.00
Discover Your Strengths and Work Potential	In-Person	Thu, April 4, 2024	9:30am-12:30pm	\$130.00
Sparking Innovation and Creativity	In-Person	Tue, April 9, 2024	9:30am-12:30pm	\$100.00
Columbia's Background Check Program *NEW*	Virtual	Wed, April 10, 2024	1:00pm-2:00pm	Free
Managing Unionized Staff (at Morningside/Manhattanville)	Virtual	Thu, April 11, 2024	10:00am-1:00pm	Free
Enhancing Success: Elevate your Performance *NEW*	Virtual	Tue, April 16, 2024	9:30am-12:30pm	\$100.00
The 6 Critical Practices for Leading a Team	In-Person	Thu, April 18, 2024	9:00am-5:00pm	\$200.00
Microsoft Office – Excel 2019 Level 3	Virtual	Tue, April 23, 2024	9:30am-4:30pm	\$250.00
Leave Management	In-Person	Thu, April 25, 2024	9:30am-12:30pm	Free
Essentials to Managing at Columbia University	In-Person	Tue, April 30, 2024	9:30am-4:30pm	Free
May 2024				
Advanced Labor Relations Training (CUIMC) *NEW*	In-Person	Thu, May 2, 2024	10:00am-1:00pm	Free
Preparing for Performance Reviews for Staff	Virtual	Tue, May 7, 2024	10:00am-11:30am	Free
Leave Management: FMLA Forms and More *NEW*	In-Person	Tue, May 7, 2024	1:30pm-4:30pm	Free
Preparing for Performance Reviews for Managers	Virtual	Tue, May 7, 2024	2:00pm-3:30pm	Free
Leading From Within for Managers (2 days)	In-Person	Wed & Thu, May 8 & 9, 2024	9:30am-4:30pm	\$300.00
Leave Management: FMLA Forms and More (CUIMC) *NEW*	In-Person	Thu, May 9, 2024	2:00pm-5:00pm	Free
Project Management Essentials for the Unofficial Project Manager	In-Person	Thu, May 16, 2024	9:30am-4:30pm	\$200.00

Upon registering for a course, please have your departmental chartstring available to confirm your seat

*****Courses are subject to change. For the most up-to-date listing, please visit the Learning & Development website: <https://humanresources.columbia.edu/learning-development>.**