## The Professional Development Center's
### Fall 2022 Faculty and Staff Training Calendar

### September

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- **07** | Effective Feedback
- **13** | Human Resources Series: Interviewing & Hiring
- **15** | Equity Series: Fundamentals of Equal Opportunity
- **20** | Employee Onboarding & Orientation Period
- **21** | Motivating & Mentoring Employees
- **26** | Equity Series: Religious Accommodations
- **28** | Human Resources Series: Policy Overview

### October

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- **04** | Performance Evaluations
- **06** | Delegation & Accountability
- **11** | Facilitating Productive & Collaborative Meetings
- **12** | Equity Series: Equal Employment & Disabilities Accommodations
- **17** | Conflict Management
- **24** | Wellness Series: Importance of Wellbeing as a Supervisor
- **25** | Human Resources Series: LOA & FMLA

### November

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- **02** | Time Management
- **08** | Equity Series: Pregnancy Accommodations
- **09** | Human Resources Series: Termination
- **14** | Equity Series: Retaliation
- **15** | Wellness Series: Importance of the Wellbeing of Your Team

[askhr@case.edu](mailto:askhr@case.edu) | [216.368.6964](tel:216.368.6964)
The Professional Development Center's
Fall 2022 Faculty and Staff Training Calendar

September
07 Effective Feedback | 1:00 PM - 2:00 PM
13 Human Resource Series: Interviewing & Hiring | 1:00 PM - 2:00 PM
15 Equity Series: Fundamentals of Equal Opportunity | 12:00 PM - 1:00 PM
20 Employee Onboarding & Orientation Period | 12:00 PM - 1:00 PM
21 Motivating & Mentoring Employees | 12:00 PM - 1:00 PM
26 Equity Series: Religious Accommodations | 12:30 PM - 1:30 PM
28 Human Resource Series: Policy Overview | 1:00 PM - 2:00 PM

October
04 Performance Evaluations | 12:30 PM - 1:30 PM
06 Prioritize & Optimize Your Workload: Delegation & Accountability | 1:00 PM - 2:00 PM
11 Facilitating Productive & Collaborative Meetings | 12:00 PM - 1:00 PM
12 Equity Series: Equal Employment & Disabilities Accommodations | 12:00 PM - 1:00 PM
17 Conflict Management | 1:00 PM - 2:00 PM
24 Wellness Series: Importance of Wellbeing as a Supervisor | 12:30 PM - 1:30 PM
25 Human Resource Series: Leave of Absence (LOA) & Family Medical Leave (FMLA) | 12:30 PM - 1:30 PM

November
02 Prioritize & Optimize Your Workload: Time Management | 12:00 PM - 1:00 PM
08 Equity Series: Pregnancy Accommodations | 12:00 PM - 1:00 PM
09 Human Resource Series: Termination | 1:00 PM - 3:00 PM
14 Equity Series: Retaliation | 12:30 PM - 1:30 PM
15 Wellness Series: Importance of the Wellbeing of Your Team | 12:00 PM - 1:00 PM

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