The following SBB sessions are currently scheduled on the UNT Campus. Course descriptions and locations are available on the Talent Management [Training Opportunities Calendar](https://my.unt.edu).

### FOUNDATION OFFERINGS

#### TRACK: FOUNDATIONS OF SUPERVISION

**Foundations of Supervision**
- 9/5/2017: 2PM - 4PM
- 11/6/2017: 1PM - 3PM

**Supervisor Communication Skills**
- 10/3/2017: 10AM - Noon
- 12/5/2017: 2PM - 4PM

#### TRACK: PERFORMANCE MANAGEMENT

**Art of Successful Coaching**
- 10/9/2017: 1PM - 3PM

**Facilitating Effective Performance Evaluations**
- 9/29/2017: 1PM - 3PM
- 11/1/2017: 1PM - 3PM

**Performance Management**
- 10/11/2017: 1PM - 3PM
- 12/1/2017: 1PM - 3PM

**Positive Approaches to Resolving Performance and Conduct Problems**
- 9/25/2017: 1PM - 3PM
- 11/21/17: 10AM - Noon

### TRACK: OPERATIONAL SERVICES

**Hiring Responsibilities**
- 10/5/2017: 9AM - 11AM

### TRACK: EMPLOYEE RELATIONS

**Creating an Inclusive Work Environment**
- 9/7/2017: 2PM - 4PM
- 11/2/2017: 2PM - 4PM

**Effective Documentation**
- 10/23/2017: 2PM - 4PM
- 12/15/2017: 10AM - Noon

**Managing Leave and Attendance**
- 9/12/2017: 1PM - 3PM
- 11/29/2017: 1PM - 3PM

**Navigating ADA, FMLA & Workers’ Comp**
- 9/18/2017: 1PM - 3PM
- 11/8/2017: 1PM - 3PM

**Progressive Discipline**
- 10/18/2017: 8:30AM - 10:30AM
- 12/6/2017: 1PM - 3PM
Sessions listed on this sheet are offered on the UNT campus. Foundation Sessions, except for those on the Employee Relations Track and Hiring Responsibilities, as well as all Elective Sessions can be taken at other campuses with supervisor approval.

### ELECTIVE OFFERINGS

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Behavioral Interviewing</td>
<td>11/16/2017</td>
<td>1PM - 3PM</td>
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<tr>
<td>Benefits of the EAP</td>
<td>10/24/2017</td>
<td>1PM - 3PM</td>
</tr>
<tr>
<td>Developing Positive Relationships</td>
<td>11/14/2017</td>
<td>2PM - 4PM</td>
</tr>
<tr>
<td>Electronic Communications for Supervisors</td>
<td>9/26/2017</td>
<td>10AM - Noon</td>
</tr>
<tr>
<td>Employee Lifecycle</td>
<td>10/17/2017</td>
<td>2PM - 4PM</td>
</tr>
<tr>
<td>Higher Ed Finance</td>
<td>9/20/2017</td>
<td>1PM - 3PM</td>
</tr>
<tr>
<td>Multi-Generational Workplace</td>
<td>9/12/2017</td>
<td>10AM - Noon</td>
</tr>
<tr>
<td></td>
<td>12/4/2017</td>
<td>1PM - 3PM</td>
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</tbody>
</table>

Visit the [Business Process Training website](#) to identify upcoming sessions for:

- [Introduction to Time & Labor Using the ePAR System](#)

For Additional Information

Email TalentManagement@untsystem.edu

### TIPS TO MEET YOUR 18 MONTH DEADLINE

**Plan ahead.** Did you know you can complete in as little as 4 months? Don’t see the course you need; don’t worry, we run all foundational sessions once every other month (based on program need).

**Contact Talent Management.** Getting close to your deadline and fear you won’t make it? Get in touch with your TM rep so that we can help! We can also help you with any registration issues, we want you to succeed!

**Start Today!** Participants who wait a few months before getting started have more difficulty being able to finish on time. Your clock starts when you enroll in the program, so there is no time like the present to begin!