

UCLA

Campus Human Resources
Training and Development

Training Newsletter

Winter Quarter

February 2006

"The best way to predict the future is to invent it."

-Alan Kay

CATEGORIES (SKILLNET)

[Academic Personnel](#)
[Admin of Grad Education and Postdoctoral Training](#)
[Business Processes and Operations](#)
[CHR Computer Training Program](#)
[Career Development](#)
[Communication Programs](#)
[Customer Service](#)
[Financial Management](#)
[Health and Safety Programs](#)
[Information Technology Special Programs and Resources](#)

[Management Development](#)
[New Employee Orientation](#)
[Office of Clinical Trials](#)
[Personal Finance](#)
[Personnel and Payroll](#)
[Professional and Career Development](#)
[Research Administration](#)
[Self Development](#)
[Student Relations and Services](#)
[Supervisory Development](#)



[HTTP://SKILLNET.CHR.UCLA.EDU](http://skillnet.chr.ucla.edu)

WINTER QUARTER 2006

TRAINING AND DEVELOPMENT CONTINUES THE 2006 WINTER QUARTER WITH A VARIETY OF CLASSES TO FULFILL YOUR LEARNING NEEDS! COME LEARN HOW TO CREATE AND MAINTAIN A DATABASE WITH ACCESS LEVEL 1 ON FEBRUARY 7TH AND CONTINUE THE LESSON WITH ACCESS LEVEL 2 ON FEBRUARY 16TH! IF YOU HAVE TAKEN PHOTOSHOP LEVEL 1 AND WANT TO LEARN MORE ABOUT PHOTO EDITING, THEN DON'T MISS PHOTOSHOP LEVEL 2 ON FEBRUARY 9TH!

ATTENTION ALL SUPERVISORS AND MANAGERS! LEARN ABOUT THE RESPONSIBILITIES THAT ARE MANDATED BY THE FAMILY MEDICAL LEAVE ACT, AND UNDERSTAND SUPERVISORY OBLIGATIONS AND LIABILITY ASSOCIATED WITH ENFORCING FMLA ON FEBRUARY 2ND!

DOES YOUR JOB REQUIRE YOU TO WRITE BUSINESS LETTERS, MEMOS, OR REPORTS? IF SO, YOU WONT WANT TO MISS OUR WRITING EFFECTIVELY WORKSHOP ON FEBRUARY 7TH WHERE PARTICIPANTS WILL LEARN TO RECOGNIZE AND EDIT WORDY CONSTRUCTIONS COMMON IN BUSINESS AND ACADEMIC WRITING.

DON'T MISS OUT ON THESE GREAT OPPORTUNITIES!

COURSES FOR FEBRUARY 2006

[Academic Pers #2](#)
[Access \(Level 1\)](#)
[Access \(Level 2\)](#)
[Adobe Illustrator](#)
[Advanced Accounting I](#)
[BAR ODB](#)
[BELI](#)
[BruinBuy PAC Preparer \(New User\)](#)
[BruinBuy PAC Update](#)
[BruinBuy Preparer](#)
[Clinical Research The Basics](#)
[Clinical Trials Budget Workshop](#)
[Dealing Effectively with Troubled Employees](#)
[Discover Your Career Path](#)
[Dreamweaver \(Level 2\)](#)
[EDB Preparers](#)
[EDB Reviewers](#)
[Employee Eligibility Verification \(I-9\)](#)
[Enrolling In Your Work Plan](#)
[Excel \(Level 1\)](#)
[Excel \(Level 2\)](#)
[FMLA](#)
[Inquiry Functions](#)
[IRB Workshop](#)
[Microsoft Project](#)
[New Employee Orientation](#)
[New Hire Policies & Practice](#)
[Overview of PPS](#)
[PAC ODB](#)
[Payments To Non Employees](#)
[Payroll Payment Processing](#)
[Payroll Processing For Workers Comp Payments](#)
[Photoshop \(Level 2\)](#)
[Planning Your UC Retirement](#)
[PowerPoint](#)
[PTR Preparer](#)
[PTR Reviewer](#)
[Public Speaking & Presentation Skills](#)
[Res. Admin. CRS #3](#)
[Res. Admin. CRS #4](#)
[Research Sub Advocacy](#)
[Source Documentation & Data Management](#)
[Supervisory Principles](#)
[Word \(Level 1\)](#)
[Word \(Level 2\)](#)
[Writing Effectively](#)

General Courses ■

Computer Courses ■