



Development Opportunities for UH Staff & Leaders
EMPOWER. ENRICH. EXCEL

Spring 2022 CATALYST Courses

Mastering Your Productivity; January 26, 9:30AM-Noon (\$100)

Do you have items on your to do list that never seem to come off? Does your calendar start off empty in the morning, but end up full before lunch? Do you feel like you're so bogged down in emails you can't accomplish your important tasks? Learn how to become the master of your time, calendar, and energy, with tools and techniques you can apply immediately.

Franklin Covey's 7 Habits Foundations; February 2, 8:30AM-4:30PM (\$250)

7 Habits of Highly Effective People: Foundations, is a Franklin Covey workshop focusing on learning how to balance the demands on your time, working more effectively with others, and renewing yourself.

Franklin Covey's 7 Habits for Managers; February 10, 8:30AM-4:30PM (\$250)

*The 7 Habits for Managers is built on the framework of The 7 Habits of Highly Effective People. In this Franklin Covey workshop, each Habit has been uniquely retooled to focus on managing oneself while also leading others. **This course is exclusively for individuals with direct reports.***

Exploring Leadership; February 16, 9AM-Noon (\$100)

Exploring Leadership is designed for staff members who are not currently in a leadership position. Participants will learn basic leadership skills and strategies for moving into leadership. Topics for this course will include an introduction to Leadership Competencies, Personal Branding, and Determining Your Career Path.

Embracing Change; February 23, Noon-1PM (Free)

Just because change is inevitable doesn't make it easy, but it doesn't have to be a source of stress. In this one-hour workshop, participants will learn strategies to maintain productivity and stability while going through changes both big and small.

Franklin Covey's Speed of Trust Foundations; March 2, 8:30AM-4:30PM (\$250)

The most important element for leading a team is trust. Without trust, it doesn't matter how good each individual is, the team will struggle to work together and achieve their goals. In Franklin Covey's Speed of Trust Foundations, supervisors begin to become competent in using the framework, language, and behaviors that lead to high-trust teams and organizations.

Leading Change; March 9, 9AM-Noon (\$125)

*This course focuses on the crucial role leaders have in effectively leading change initiatives in the workplace. Learn how to introduce a change initiative and have discussions with employees to explore how best to implement the changes. **This course is exclusively for individuals with direct reports.***