Overview
The Division of Human Resources is pleased to present the Professional Development schedule of courses and seminars to assist you in developing your career with Rensselaer. We are currently accepting registrations for the professional development programs listed in this brochure. A more complete listing of the programs, the learning objectives, and a description of who should attend are outlined in the Professional Development Catalog. Before you register, make sure you should attend the particular program offering. The registration form is available at http://www.rpi.edu/dept/hr/index/html.

Registration
When you register to be enrolled in a program, you will either be enrolled and receive a confirmation; or, if the program is full, you will be placed on the waiting list and notified that you are not enrolled. Registration for these programs will be confirmed on a first come first serve basis with space limited to twelve (12) attendees. So, enroll early. Be sure to note the date on your calendar when you receive your confirmation of admission to a particular session. If you need to cancel your registration, you should contact the Division of Human Resources at least five (5) days before the scheduled session to avoid a forfeiture of your registration fee.

Presenters
A diverse group of presenters including internal trainers, private sector consultants, and corporate partners will facilitate the presentation of the programs listed in this brochure as part of Rensselaer’s Professional Development Program.
Management Development

The Management Development Series includes six (6) core courses and six (6) elective courses of basic skills and concepts critical to supervision. Supervisors should complete six core courses and four elective courses to receive the Management Development Certificate. This schedule offers two (2) core and three (3) elective courses.

Basic Principles for a Collaborative Workplace
September 4, 2003
1:00pm to 5:00pm
Troy – HAH Dining Room
Registration Fee: $50
Register Until: 8/20/03

Basic Principles for a Collaborative Workplace
October 29, 2003
8:30am to 12:30pm
Hartford – Room 325
Registration Fee: $50
Register Until: 10/8/03

Gaining Commitment to Preset Goals
November 19, 2003
8:00am to Noon
Troy – HAH Alumni Conf. Center
Registration Fee: $50
Register Until: 10/29/03

Giving and Receiving Constructive Feedback
January 22, 2004
8:00am to Noon
Troy – HAH Dining Room
Registration Fee: $50
Register Until: 1/2/04

Conducting a Collaborative Performance Review
January 28, 2004
8:30am to 12:30pm
Hartford – Room 355
Registration Fee: $50
Register Until: 1/7/04

Conducting a Collaborative Performance Review
March 18, 2004
1:00pm to 5:00pm
Troy – HAH Dining Room
Registration Fee: $50
Register Until: 2/26/04

Correcting Performance Problems
March 31, 2004
8:30am to 12:30pm
Hartford – Room 355
Registration Fee: $50
Register Until: 3/10/04

Staff Development

The Staff Development Series offers two sets of concepts: Six (6) basic concepts and five (5) advanced concepts. This schedule includes three (3) basic concepts and two (2) advanced concepts to enhance your professional growth.

Basic Principles for a Collaborative Workplace
September 24, 2003
1:00pm to 5:00pm
Troy – HAH Meeting Room #1
Registration Fee: $50
Register Until: 9/3/03

Finding Opportunities for Improvement
October 14, 2003
1:00pm to 5:00pm
Troy – HAH Dining Room
Registration Fee: $50
Register Until: 9/23/03

Personal Strategies for Navigating Change
January 27, 2004
1:00pm to 5:00pm
Hartford – Room 300
Registration Fee: $50
Register Until: 1/7/04

Presenting Your Thoughts and Ideas
February 19, 2004
8:00am to Noon
Troy – HAH Meeting Room #1
Registration Fee: $50
Register Until: 1/29/04

Connecting with Customers
March 30, 2004
1:00pm to 5:00pm
Hartford – Room 300
Registration Fee: $50
Register Until: 3/10/04

Identifying Work Priorities
May 4, 2004
8:00am to Noon
Troy – HAH Dining Room
Registration Fee: $50
Register Until: 4/13/04