



JOHNS HOPKINS
UNIVERSITY

Registration is easy!

If this is your first time logging on, or you haven't logged on in awhile, you should check your profile to make sure all of your information is correct. (You will not receive email confirmations if this information is incorrect). You may access all instructor-led courses at *myLearning@johnshopkins*.

- Navigate to <https://my.jh.edu>
- Log onto the system with your JHED ID and password
- Click the "Education" button
- Click "myLearning"
- Type the name of the course in the text search field
- Click "Search"
- If this is your first time using the system. You will need to complete the "Terms and Conditions". You will see a message in red which states "Prior to enrolling in this course you must first successfully complete the following course:"
- Turn off ALL pop-up blockers. (Adobe Flash Player 5 or above should also be installed on your PC)
- Scroll down to the bottom of the course description and click on "Terms and Conditions" and take course.
- A pop-up should display with the terms. Read and click "OK".
- Follow prompts until completion
- Go-back to course description. Dates should be displayed now. (You may need to refresh your screen)
- Select your preferred date
- To register, click the "Add to My Plan" button
- Click the "Next"
- Click "Done"

Johns Hopkins University offers a large number of courses to help you develop your career, build your leadership and management skills, and develop the skills of staff members at all levels of the organization. These courses are meant to ensure that employees are getting the skills and tools they need to be successful on the job.

These programs are open to all full time and part time faculty and staff on the university payroll.

Talent Management
Learning and Development
JH @ Eastern
1101 E. 33rd Street
Suite C-130
Baltimore, MD 21218
msdprogram@jhu.edu
<http://TMOD.jhu.edu>

Engage. Develop. Grow.



Learning and Development
Programs for Faculty,
Management and Staff

Fall 2016

Communication Skills

Assertive Communication: On & Off the Job

JH @ Eastern, Room B101 9:00 - 4:00
9/29/16 or 12/13/16

Communicating with Others: Your Style & Its Impact

JH @ Eastern, Room B101 9:00 - 4:00
9/15/16 or 12/1/16

The Communication Challenge: Disarming Difficult People

JH @ Eastern, Room A120 9:00 - 4:00
9/23/16

Conflict Resolution: Resolving Conflict Without Diminishing Relationships

JH @ Eastern, Room A120 9:00 - 4:00
11/10/16

Don't Shoot the Messenger

JH @ Eastern, Room B103 9:00 - 4:00
9/15/16 or 11/11/16

Get Connected! Learning to Network in Today's World

JH @ Eastern, Room B101 9:00 - 4:00
9/7/16

Impromptu Speaking

JH @ Eastern, Room B103 9:00 - 4:00
9/19/16 or 11/14/16

Relationship Awareness Theory: The Key to Better Communication and More Productive Conflict

JH @ Eastern, Room B101 9:00 - 4:00
10/12/16 or 11/9/16

Speak Like a Pro

JH @ Eastern, Room B103 9:00 - 4:00
9/20/16 or 11/16/16

Speak Like a Pro II (Advanced)

JH @ Eastern, Room B103 9:00 - 4:00
11/29/16

Innovation at Work

Achievement Now!

JH @ Eastern, Room A120 9:00 - 1:00
10/10/16

Critical Thinking Skills for Today's Employee

JH @ Eastern, Room B101 9:00 - 4:00
11/3/16

Effective Meetings and Presentations: How to Make an Impression that Makes a Difference

JH @ Eastern, Room A120 9:00 - 4:00
12/8/16

Mastering your Memory

JH @ Eastern, Room A120 9:00 - 4:00
9/12/16 or 11/7/16

Coping Skills for the High-Pressure Workplace

The 7 Habits in Action

JH @ Eastern, Room B101 9:00 - 4:00
10/26/16

Emotional Intelligence

JH @ Eastern, Room B101 9:00 - 4:00
10/18/16 or 11/16/16

Getting and Staying More Organized

JH @ Eastern, Room A120 9:00 - 4:00
10/25/16

It's Not Your Way or My Way It's the Civil Way!

JH @ Eastern, Room B101 9:00 - 4:00
12/8/16

Managing Multiple Priorities: The Discipline of Getting Things Done

JH @ Eastern, Room A120 9:00 - 4:00
9/14/16

Mindfulness and the Art of Stress Management

JH @ Eastern, Room A120 9:00 - 4:00
9/22/16

Overcoming Procrastination: Bridging the Gap Between Your Goals and Reality

JH @ Eastern, Room A120 9:00 - 4:00
12/13/16

Stress Management: Avoiding the S.W.A.T. Syndrome (Stress, Worry, Anxiety & Tension)

JH @ Eastern, Room B101 9:00 - 4:00
10/13/16

Time Management: Strategies for Managing Your Day

JH @ Eastern, Room A120 9:00 - 4:00
10/20/16

Working With You is Killing Me: Free Yourself from Emotional Traps at Work

JH @ Eastern, Room B101 9:00 - 4:00
11/17/16

Written Communication Skills

Writing Effective Emails: Strategies and Tips For Productive Email Correspondence

JH @ Eastern, Room B104 9:00 - 4:00
12/9/16

Wordplay at Work: Beginning Writing and Grammar on the Job

JH @ Eastern, Room B105 9:00 - 4:00
11/2/16

Career Development

Career Development Planning

JH @ Eastern, Room A120 9:00 - 4:00
10/5/16

JHU Supervisory Training Program

Business Law for Supervisors

JH @ Eastern, Room B102 9:00 - 1:00
10/14/16

Communicating with Tact & Skill (2 day class)

JH @ Eastern, Room B102 9:00 - 4:00
10/25-26/16 or 12/6-7/16

Compensation 101

JH @ Eastern, Room B102 9:00 - 4:00
Date TBD

Employment Law for Supervisors

JH @ Eastern, Room B102 9:00 - 4:00
11/16/16

Introduction to Work Safety & Occupational Health

2024 E. Monument Street, Room 2-1002 9:00 - 1:00
12/8/16

Managing Workplace Diversity

JH @ Eastern, Room B102 9:00 - 4:00
10/24/16

Navigating the Recruitment Process and Behavioral Interviewing

JH @ Eastern, Room B102 9:00 - 4:00
12/20/16

Success for Supervisors

JH @ Eastern, Room B102 9:00 - 4:00
10/3/16 or 12/8/16

Leadership Development

Becoming a Conflict Competent Leader

JH @ Eastern, Room B102 9:00 - 4:00
11/29/16

Creative Decision Making and Problem Solving

JH @ Eastern, Room B102 9:00 - 4:00
11/9/16

FLEX Talk: Practical Communication Skills Using MBTI

Personality Type Theory
JH @ Eastern, Room B102 9:00 - 4:00
12/5/16

Influencing for Impact: A Workshop for Women in Leadership

JH @ Eastern, Room B102 9:00 - 4:00
11/3/16

Diversity and Inclusion

Diversity and Inclusion: 21st Century Higher Education

JH @ Eastern, Room A120 9:00 - 12:00
10/27/16 or 12/15/16

Generations in the Workforce

JH @ Eastern, Room A120 9:00 - 12:00
11/8/16

Administrative Skills

Customer Service: It's Everybody's Job - Managing and Providing Exceptional Customer Service

JH @ Eastern, Room B101 9:00 - 4:00
9/28/16

The Professional Administrative Assistant Module 1: Professionalism

JH @ Eastern, Room B102 9:00 - 4:00
9/14/16

The Professional Administrative Assistant Module 2: Communication Skills, Part I

JH @ Eastern, Room B102 9:00 - 4:00
10/19/16

The Professional Administrative Assistant Module 3: Communication Skills II

JH @ Eastern, Room B102 9:00 - 4:00
11/17/16

The Professional Administrative Assistant Module 4: Customer Service Skills

JH @ Eastern, Room B102 9:00 - 4:00
12/14/16

Skills for Supervisors and Managers

Building Performance & Productivity through Employee Engagement

JH @ Eastern, Room B102 9:00 - 4:00
10/20/16

Change Management: Cultivating Team "Change-Ability"

JH @ Eastern, Room A120 9:00 - 4:00
10/19/16

Developing Trust and Respect in the Workplace

JH @ Eastern, Room B102 9:00 - 4:00
10/12/16

Making the Transition to Management

JH @ Eastern, Room A120 9:00 - 4:00
11/2/16

Management Skills I: Foundations of Management (3 day class)

JH @ Eastern, Room A120 9:00 - 4:00
9/26/16 through 9/28/16

Management Skills II: Planning & Organizing (3 day class)

JH @ Eastern, Room A120 9:00 - 4:00
10/12/16 through 10/14/16

Management Skills III: Leading & Controlling (3 day class)

JH @ Eastern, Room A120 9:00 - 4:00
11/30/16 through 12/2/16

Strategic Coaching: Growing Top-Notch Performers

JH @ Eastern, Room A120 9:00 - 4:00
12/14/16

Medical Billing and Coding

<u>Professional Medical Coding Training Module 1: Medical Terminology</u> JH @ Eastern, Room B102 9/30/16	9:00 - 4:00
<u>Professional Medical Coding Training Module 2: Anatomy and Physiology</u> JH @ Eastern, Room B102 10/21/16	9:00 - 4:00
<u>Professional Medical Coding Training Module 11: Intro to ICD-10-CM Coding</u> JH @ Eastern, Room B103 11/3/16 and 11/4/16	9:00 - 4:00
<u>Professional Medical Coding Training Module 4: Intro to CPT and Modifiers</u> JH @ Eastern, Room B102 11/18/16	9:00 - 4:00
<u>Professional Medical Coding Training Module 5: Evaluation and Management Coding</u> JH @ Eastern, Room B102 12/1/16 and 12/2/16	9:00 - 4:00
<u>Professional Medical Coding Training Module 6: Integumentary System</u> JH @ Eastern, Room B102 12/16/16	9:00 - 4:00
<u>Professional Medical Coding Training Module 7: Musculoskeletal Systems</u> JH @ Eastern, Room B102 1/6/17	9:00 - 4:00
<u>Professional Medical Coding Training Module 8: 2017 CPT Updates</u> JH @ Eastern, Room B102 1/20/17	9:00 - 4:00
<u>Professional Medical Coding Training Module 9: Respiratory & Digestive Surgery</u> JH @ Eastern, Room B102 2/3/17	9:00 - 4:00
<u>Professional Medical Coding Training Module 10: Cardiovascular Surgery</u> JH @ Eastern, Room B102 2/17/17	9:00 - 4:00
<u>Professional Medical Coding Training Module 12: Genitourinary Surgery</u> JH @ Eastern, Room B103 3/3/17	9:00 - 4:00
<u>Professional Medical Coding Training Module 13: Surgery of Endocrine and Nervous Systems</u> JH @ Eastern, Room B103 3/17/17	9:00 - 4:00
<u>Professional Medical Coding Training Module 14: Ear and Eye Surgery</u> JH @ Eastern, Room B103 3/31/17	9:00 - 4:00
<u>Professional Medical Coding Training Module 15: Anesthesia</u> JH @ Eastern, Room B103 4/14/17	9:00 - 4:00

Medical Billing and Coding continued

<u>Professional Medical Coding Training Module 16: Pathology and Laboratory</u> JH @ Eastern, Room B103 4/28/17	9:00 - 4:00
<u>Professional Medical Coding Training Module 17: Radiology</u> JH @ Eastern, Room B103 5/12/17	9:00 - 4:00
<u>Professional Medical Coding Training Module 18: Medicine Services Coding and HCPCS</u> JH @ Eastern, Room B103 5/19/17	9:00 - 4:00

Laboratory Excellence

<u>Cell Culture Techniques Workshop, 4 Days</u> BioTechnical Institute of Maryland 9/13/16 through 9/16/16 11/15/16 through 11/18/16	9:00 - 5:00
<u>Introduction to Molecular Biology Workshop: Recombinant DNA</u> BioTechnical Institute of Maryland 9/28/16 through 9/30/16	9:00 - 5:00
<u>Introduction to Polymerase Chain Reaction</u> BioTechnical Institute of Maryland 11/2/16 through 11/4/16	9:00 - 5:00
<u>Introduction to Protein Expression</u> BioTechnical Institute of Maryland 10/19/16 through 10/21/16	9:00 - 5:00
<u>Introduction to the Baculovirus Expression System</u> BioTechnical Institute of Maryland 12/6/16 through 12/9/16	9:00 - 5:00
<u>Cell Culture Techniques Workshop, 4 Days</u> BioTechnical Institute of Maryland 9/13/16 through 9/16/16 11/15/16 through 11/18/16	9:00 - 5:00