



2024 HR: LEARNING AND DEVELOPMENT CLASSES

New Employee Orientation

i Required for all new employees. Overview of the Lab's mission, vision, values and organizational structure, benefits, and website overview. **(HR Team)**

2 days: Day 1 (9-11am) & (4-5pm) | Day 2 (9-11am only)

February: 1&2; 16&19

June 3&4; 17&18

October: 1&2; 16&17

March: 1&4; 18&19

July 1&2; 16&17

November: 1&4; 18&19

April: 1&2; 16&17

August: 1&2; 16&19

December: 2&3; 16&17

May 1&2; 16&17

September: 3&4; 16&17

Conflict Management (2hrs | 25 max)

i Conflict can be good and bad. In this course, learn basic principles of conflict and explore the difference between functional (good) and dysfunctional (bad) conflict. Discover techniques for resolving conflict that interferes with performance along with how to use it to stimulate and encourage innovation and progress. **(Patti Greer)**

- February 22nd (9-11am in SSC53)
- July 18th (9-11am in SSC53)
- December 3rd (2-4pm in SSC53)

ENROLL

Crucial Conversations (2hrs | 25 max)

i Tools for talking when the stakes are high! By the end of this session you will be able to: resolve disagreements; gain greater self-awareness as to personal preferences, hot buttons and reactions to various situations; build your conversation toolbox and build acceptance through giving and receiving feedback. **(Tish Creery)**

- May 7th (9-11am in SSC53)
- August 6th (2-4pm in SSC53)
- October 22nd (1-3pm in SSC53)

ENROLL

Handling Difficult Conversations (2hr | 25 max)

i Have you ever had to initiate a tough conversation? Learn how to handle complex conversations effectively can prevent serious communication problems that interfere with productivity and damage workplace relationships. Gain communication skills that will help you reduce stress, improve relationships and teamwork, along with increasing confidence, trust and productivity. **(Tish Creery)**

- June 11th (9-10am in SSC53)
- September 24th (1-3pm in SSC53)

ENROLL

Just a Cup Mentoring (1hr | 15 max)

i Through an interactive forum, attendees engage with speakers who share their experiences, successes along with lessons learned with attendees. Topics may include: Exploring different technical or operational roles at the Lab to build a network. Mentors can help you learn, grow and expand your understanding about the Lab as a whole. Additionally, discover ways you can explore possible career opportunities and build skills that will help you reach your professional aspirations. **(Tish Creery)**

- March 12th (2-3pm in SSC53)
- May 8th (11am-12noon on MSTeams)
- August 27th (1-2pm in SSC53)
- November 12th (2-3pm in SSC53)

ENROLL

Performance Management at JLab: A Roadmap to Success! (1hrs | 25 max)

i Overview of our Lab philosophy, practical steps and planning for conversations, common rating errors, writing SMART goals and objectives, your role as a coach, new changes and timeline deliverables. **(Kelly Allmon, Tish Creery and Patti Greer)**

- September 12th (9-10am in SSC53)
- September 18th (11am-12noon in SSC53)
- September 20th (9-10am on MSTeams)
- September 25th (2-3pm in SSC53)
- October 2nd (2-3pm in SSC53)
- October 7th (9-10am on MSTeams)
- October 9th (1-2pm on MSTeams)
- October 10th (9-10am in SSC53)
- October 22nd (9-10am in SSC53)
- October 24th (1-2pm in SSC53)
- October 25 (9-10am on MSTeams)

ENROLL

Productive Performance Coaching (2hrs | 25 max)

i Learn how to have productive conversations that assist with building trust and helps increase the level of accountability through ownership of one's own performance. You will learn simple techniques that opens the door for communication and allows for working together as a team to achieve goals; increase performance and allows individuals the opportunity to be solution oriented. Come ready to practice and open to learning a new skill that will save you time and increase your ability to lead others successfully. **(Patti Greer)**

- March 5th (1-3pm in SSC53)
- April 30th (2-4pm in SSC53)
- June 27th (2-4pm in SSC53)
- September 19th (2-4pm in SSC53)
- October 15th (9-11am in SSC53)
- October 30th (9-11am in SSC53)

ENROLL

Real Colors: Uniquely You (customized training request only)

i *Imagine having the ability to clearly communicate your thoughts and ideas to teammates, peers, supervisors and even family and friends. Picture yourself having a unique level of insight into the things that motivate you and others. Envision achieving all the things you want from life, both personally and professionally. The Key to this is Real Colors!*

The fundamental workshop builds the foundation for advanced workshop options that can help address organizational topics such as stress, workplace issues, teams and leadership. Connect with training@jlab.org to discuss options available. (Patti Greer)

MBTI: Understanding yourself and others (customized training request only)

i *Self-reflection on your MBTI preferences and how to work best within teams. Discover your own personality type and discover more about yourself, your team and how to function more efficiently while reducing opportunities for miscommunication. Connect with training@jlab.org to discuss options available. (Tish Creery)*

Supervisor Academy (required for all supervisors) (8hrs | 25-30 max) Invite Only

i *Understand from a broad lens Jefferson Lab as an organization and learn some basic fundamentals that are essential to you being a successful supervisor at the lab. Core topics covered will highlight your responsibilities as it pertains to being in a supervisory role; how individual, department, and lab goals assist with advancing the labs agenda; shares the importance of safety and why everyone should be mindful that this is a priority; and to provide tools and resources that can assist you with your day-to-day operations while leading a team. This course is required for all supervisors and serves as a foundational piece for leading others. (Lab Leadership)*

- February 28th
- March 27th
- April 24th
- May 22nd
- July 24th
- August 28th
- October 23rd

****Supervisors will receive an invite to attend specific day/time.**

JLab Compensation Session (1hrs | 25 max)

i *An overview of the Lab's compensation and promotional processes. Learn about how roles are defined and compensation is determined. Additionally, a brief overview around the promotional process will be discussed. (Ken McLean)*

- **TBD**

Maintaining an Ethical Culture Inside & Outside Jefferson Lab (required) (2hrs | 25 max)

i *Classroom instruction for supervisors on the meaning and application of JLab's Ethics policies. (Lab Leadership)*

- **TBD**