

Hello, Spring!



2024 PROFESSIONAL DEVELOPMENT COURSES

MONTH	DATE	COURSE TITLE
JANUARY	16	Communicating with Diplomacy & Tact I
	18	Personality & Effective Communication
	22	Moving from Peer to Supervisor
	25*	Project Management: Applied Essentials
FEBRUARY	7*	SLII®
	19	Navigating Challenging Personalities
	20	Keys to Supervisory Success
	21	Resilience: Building Skills to Endure Hardship and Prevent Burnout
	28	CliftonStrengths® for Managers NEW IN-PERSON
MARCH	5*	Crucial Conversations®: For Mastering Dialogue
	11	Fundamentals of Coaching
	13	Module 1: Star Achievement Series (CEAP Designation) IN-PERSON
	18	Managing Multiple Priorities
	19*	Dimensions of Management
	20*	Self Leadership
	27*	Emotionally Effective Leader
APRIL	2	Moving from Peer to Supervisor
	3	Communicating with Diplomacy & Tact I
	3	Leading Through Generational Differences NEW IN-PERSON
	4	Raising Accountability while Managing a Hybrid Team
	8	Feedback Fundamentals
	10	Module 2: Star Achievement Series (CEAP Designation) IN-PERSON
	16	Transformational Leadership
	18	Managing from the Middle
	22*	Project Management: Applied Essentials
	24	Conflict Resolution
	MAY	2
6*		Train the Trainer: Bootcamp IN-PERSON
8		Module 3: Star Achievement Series (CEAP Designation) IN-PERSON
14		Keys to Supervisory Success
22		Managing Multiple Priorities
29		Communicating with Diplomacy & Tact II
JUNE	3	CliftonStrengths® for Individual Contributors NEW IN-PERSON
	11*	Crucial Conversations®: For Mastering Dialogue
	12	Module 4: Star Achievement Series (CEAP Designation) IN-PERSON
	13	Personality & Effective Communication IN-PERSON
	18	Valuing Differences
	20*	Leader as Coach
	26*	Self Leadership

Registration into the cohort will secure a seat for all 8 modules.

*Indicates a multi-day course

2024 TECHNOLOGY DEVELOPMENT COURSES



Technology SPRING Courses

Click a course title to register!

MONTH	DATE	COURSE TITLE
JANUARY	17*	Word Level 1 - Introduction
	23*	Excel New Users
FEBRUARY	6*	PowerPoint Level 1 - Introduction
	20*	Excel Level 1 - Introduction
MARCH	5*	Excel Level 2 - Intermediate
	12*	Access Level 1 - Introduction
	26	Excel Level 2 - Pivot Tables
	28	Excel Level 1 - Formulas & Functions Basics
	28	Excel Level 2 - Formulas & Functions Intermediate
APRIL	2*	Excel Level 1 - Introduction
	9*	Microsoft Visio - Level 1
MAY	7*	Excel Level 2 - Intermediate
	21*	Access Level 2 - Intermediate
JUNE	11*	Excel Level 3 - Advanced
	25*	Access Level 3 - Advanced

*Indicates a multi-day course

Questions? Send L&OD an email:
hr-lod-registration@duke.edu

Hello, Fall!



2024 PROFESSIONAL DEVELOPMENT COURSES

MONTH	DATE	COURSE TITLE
JULY	18	Raising Accountability while Managing a Hybrid Team
	23	Moving from Peer to Supervisor
AUGUST	13	Conflict Resolution
	14	Keys to Supervisory Success
	14	Module 5: Star Achievement Series (CEAP Designation) IN-PERSON
	15	Critical Thinking Skills: Strategies for Improving
	19*	Emotionally Effective Leader
	21	Communicating with Diplomacy & Tact I
	22	Fundamentals of Coaching
SEPTEMBER	3*	Crucial Conversations®: For Mastering Dialogue
	11	Module 6: Star Achievement Series (CEAP Designation) IN-PERSON
	17	Managing from the Middle
	18*	SLII®
	24	Managing Multiple Priorities
	25	Valuing Differences
	26	Feedback Fundamentals
OCTOBER	9	Communicating with Diplomacy & Tact I
	9	Module 7: Star Achievement Series (CEAP Designation) IN-PERSON
	10*	Project Management: Applied Essentials
	14*	Facilitate Virtual Learning
	16	Leading Through Generational Differences NEW IN-PERSON
	17	Moving from Peer to Supervisor
NOVEMBER	24	CliftonStrengths® for Managers NEW IN-PERSON
	6	Keys to Supervisory Success
	7	Navigating Challenging Personalities
	12	Communicating with Diplomacy & Tact II
	13*	Self Leadership
	13	Module 8: Star Achievement Series (CEAP Designation) IN-PERSON
	18	CliftonStrengths® for Individual Contributors NEW IN-PERSON
	18	Resilience: Building Skills to Endure Hardship and Prevent Burnout
	26	Personality & Effective Communication
DECEMBER	3*	Leader as Coach
	5	Transformational Leadership
	9	Managing Multiple Priorities

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2024 TECHNOLOGY DEVELOPMENT COURSES

Technology Fall Courses



Click a course title to register!

MONTH	DATE	COURSE TITLE
JULY	9*	Excel Level 1 – Introduction
	23*	Word Level 2 - Intermediate
AUGUST	6*	PowerPoint Level 2 – Intermediate
	13	Microsoft Teams
SEPTEMBER	3	Excel Level 2 – Charts & Graphs
	3	Excel Level 2 – Pivot Tables
	5	Excel Level 1 – Formulas & Functions Basics
	5	Excel Level 2 – Formulas & Functions Intermediate
	17*	Access Level 2 - Intermediate
OCTOBER	1*	Excel Level 2 – Intermediate
	8*	Microsoft OneNote – Level 1
	29*	Word Level 3 – Advanced
NOVEMBER	12*	Excel Level 3 - Advanced
DECEMBER	10*	Access Level 3 – Advanced

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