University of Utah Department of Pediatrics  
2021 Employee Professional Development Classes

The Employee Professional Development Program is designed to offer tools to staff that enable them to perform to the best of their ability and promote personal growth.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>Effective &amp; Inclusive Communication</td>
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<tr>
<td>Wed, September 15th</td>
<td>9:00 – 10:30AM</td>
<td>Zoom</td>
<td>Amy Tolman – University HR</td>
</tr>
<tr>
<td>Thurs, November 11th</td>
<td>9:00 – 10:30AM</td>
<td>Zoom</td>
<td>Amy Tolman – University HR</td>
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* attendance is capped at 50 attendees for each session

Accountability – register here
Explore accountability and its relationship with engagement, outline the accountability model and the 5-step accountability process, define key roles within accountability

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<tbody>
<tr>
<td>Tues, September 28th</td>
<td>12:00 – 2:00PM</td>
<td>Zoom</td>
<td>Trigena Halley – Continuing Education</td>
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<tr>
<td>Tues, September 28th</td>
<td>2:30 – 4:30PM</td>
<td>Zoom</td>
<td>Trigena Halley – Continuing Education</td>
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<tr>
<td>Mon, October 18th</td>
<td>2:00 – 4:00PM</td>
<td>Zoom</td>
<td>Trigena Halley – Continuing Education</td>
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<tr>
<td>Wed, October 20th</td>
<td>8:30 – 10:30AM</td>
<td>Zoom</td>
<td>Trigena Halley – Continuing Education</td>
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</table>
* attendance is capped at 25 attendees for each session  
** only sign up for 1 of the above time slots

Fundamentals of Feedback – register here
Understand the concepts and benefits of feedback, best practices for delivering and receiving feedback, learn to engage with co-workers in a way that leads to effective resolution of communication problems

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<td>Wed, November 3rd</td>
<td>10:00 – 11:00AM</td>
<td>Zoom</td>
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Classes will be added on an ongoing basis so be sure check the [intranet site](#) for updates.

We recommend using your university email to create an Eventbrite account to register for classes.

If a class is full, [we encourage you to join the waitlist](#) for any class you are interested in! You will be notified if spots become available and if additional sessions are added.