



In the Spotlight: Time, Workload and Workspace Management



Now that a new fiscal year has begun and you've identified your 2015-2016 goals, you might want to incorporate some organizational skills to help accomplish your many tasks and evaluate the demands on your time more efficiently. Two classes that explore these skills are open for registration now: [Time Management](#) on July 22 will help you manage priorities and [Get Organized: Manage Your Workload and Workspace](#) on Sept 2 explores techniques for you to manage competing demands and objectively assess your workload.

Upcoming Classes

- ◆ [Employee Recruitment & Selection](#) July 15
- ◆ [Intro to Health Professions Advising](#) July 15
- ◆ [Time Management](#) July 22
- ◆ [Maternity Benefits Class](#) July 23 & Aug 26
- ◆ [Performance Management at UC Davis](#) July 23
- ◆ [Access 2010: Level 1](#) July 28-29
- ◆ [Excel 2010: Level 1](#) July 30
- ◆ [Student Outreach in Career Development](#) Aug 12
- ◆ [Employment Law and Liability](#) Aug 13
- ◆ [Conflict Resolution Tools](#) Aug 19
- ◆ [Conducting Employee Performance Appraisals](#) Aug 20
- ◆ [Access 2010: Level 2](#) Aug 25-26
- ◆ [Sexual Harassment and Discrimination: Prevention for Supervisors](#) Aug 26
- ◆ [Navigating Personnel Policies](#) Sept 1

- ◆ [Get Organized--Manage Your Workload and Workspace](#) Sept 2

Enroll at <http://lms.ucdavis.edu>

Summer Brown Bags

[WorkLife and Wellness](#) series:

- [Sustain Your Vitality with Feldenkrais](#) ----- July 23
- [Fun with Zumba](#) ---- August 13
- [Stress Release](#) ----- Sept 17

[Career Catalyst](#) series

- [Social Media: A Career Development Tool](#) August 27

Time: 12:00—1:00

No need to enroll—Just show up!

Onboarding Toolkit

Are you expecting to welcome new employees in the next few months? If so, you may wish to review the Onboarding Toolkit. A comprehensive onboarding process fosters positive working relationships that help new employees gain confidence and quickly become productive. Onboarding helps assimilate new employees into the workplace and provides the knowledge and tools for them to achieve success early on in their new jobs, encompassing activities from pre-arrival through the end of the first year. [\[More Details\]](#)



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