

PROFESSIONAL DEVELOPMENT PROGRAMS – OPEN TO ALL

[Communicating Effectively](#)

Webinar: January 24th

Join Human Resources Management & E4Health, Northeastern's Employee Assistance Program Provider, for a webinar on communicating effectively.

When we communicate with others, we make basic assumptions about the messages we are sending, which can result in unintentional miscommunication. We forget that our feelings play a part in how messages are delivered, received and processed. This webinar will help you learn to effectively convey your messages to others in a clear and confident manner. You will also learn to recognize potential barriers in your current communication patterns.

[The Five Buckets Principle](#)

Webinar: February 6th

Join Human Resources Management & E4Health, Northeastern's Employee Assistance Program Provider, for a 90 minute webinar on the five buckets principle.

Is it possible to meet the competing demands of job, family, friends, school and work? The resounding answer is yes! In this fun, interactive seminar, participants will learn the Five Buckets Principle of work/ life balance to get the tools to prioritize what is important to them. They will learn how to find the time to manage it all— including time for themselves and fun by identifying priorities, making choices and managing expectations.

[Navigating Change](#)

Webinar: February 28th

Join Human Resources Management & E4Health, Northeastern's Employee Assistance Program Provider, for a webinar on Navigating Change.

Change is an inevitable part of life, however, it is how people deal with the situation that may or may not cause added stress. In this program, you will be directed through a systematic process for mastering change. Topics include: Recognizing the rhythm of change, managing reactions and responses, developing coping strategies for responding to change, guidelines for managing change, and seizing opportunities and getting help.

[The Role of the Manager](#)

In-Person: March 14th

Join Human Resources Management for a workshop on the Role of the Manager.

This three hour session covers the major components of the manager's role. Topics will include:

- General hiring processes for faculty and staff
- Best practices for onboarding your new hires
- Time tracking responsibilities
- The Performance Management cycle
- Professional Development opportunities

Please note: If you have attended the Overview of Performance Management workshop or the Onboarding: What's a Manager to Do? workshop in the past, this program includes content from both sessions.

[Working from a Distance](#)

Webinar: March 8th

Join Human Resources Management & PPS International for a webinar on working from a distance.

Working from a distance can present unique challenges to completing tasks and managing projects. Whether snowed in at home or from airports, hotels, and satellite offices - many of our professional responsibilities demand attention despite the inconvenience of distance. This 90-minute webinar will identify the specific challenges of working from a distance, clarify what is necessary for a distance working arrangement to work effectively, and help you leverage appropriate technology to accomplish tasks effectively.

[Writing a Self-Assessment](#)

In-Person: January 26th | Webinars: January 30th & February 8th

Join Human Resources Management for a workshop or webinar on writing a self-assessment.

This 90 minute workshop will provide you with an opportunity to begin writing your self-assessment and a chance to discuss the process with your peers and get feedback. This workshop builds on the concepts discussed in the online course Writing a Self-Assessment. This workshop will be interactive and focus on helping you to get started.

To view the online course, use your myNortheastern credentials to log into [Blackboard](#) and go to My Courses > HRM Learning > Performance Management.

[Writing & Delivering a Review](#)

Webinar: February 21st | In-Person: March 21st

Join Human Resources Management for a workshop or webinar for managers on writing and delivering reviews.

Having the time and focus to write and deliver a great review is one of the most important parts of managing. This program will help you to gain insight into both parts of the process – how to write a great summary and having an effective conversation. In this 90-minute workshop, we'll address the best approaches to getting started and to getting it all done.

This workshop will be interactive with an opportunity for you to discuss your own reviews. You will be asked to collect some data and bring a draft of a review with you to the workshop.

This workshop is for managers or those who are responsible for writing and delivering performance reviews.