

## Chart Your Course

Browse our course listings at [uhr.rutgers.edu/profdevenroll](http://uhr.rutgers.edu/profdevenroll) or call us for assistance in identifying the course or series that will best meet your needs. Once you have completed your first course, UHR will maintain an online professional development transcript for you that will track your accomplishments.

If you are a supervisor or department head who would like to discuss customized training and program facilitation, email the professional development staff at [profdev@hr.rutgers.edu](mailto:profdev@hr.rutgers.edu) or call 732-932-3020, ext. 4070. At least four weeks notice is needed to coordinate requests with training schedules.

## Join Our Mailing List

Sign up to receive the Professional Development Update, which offers tips and information about workshops, seminars, and resources that support leadership, interpersonal, and professional excellence.

To subscribe to the PROF\_DEV listserv, go to [uhr.rutgers.edu/PDlistserv](http://uhr.rutgers.edu/PDlistserv).

## Contact Us

Phone: 732-932-3020, ext. 4070

Email: [profdev@hr.rutgers.edu](mailto:profdev@hr.rutgers.edu)

Web: [uhr.rutgers.edu/profdev](http://uhr.rutgers.edu/profdev)

*Each year, more than 250 workshops and training seminars are offered through the Professional Development Program. Consider taking advantage of them!*



# RUTGERS

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# RUTGERS

Professional  
Development  
Program  
for Employees

*Realize Your  
Potential!*



**A**re you excited by the prospect of professional and personal growth? Do you have aptitudes you would like to develop? Are there new skills you want or need to acquire to meet the challenges of your job?

Through our Professional Development Program, University Human Resources (UHR) offers a full schedule of courses year-round that are geared specifically to university employees. Supervisory and nonsupervisory staff alike can take advantage of these learning and skill development opportunities.

Professional development offerings are available on all three regional campuses and include a broad range of formats from which to choose. There are single-session half-day classes, customized programs, certificate programs, a supervisory series, and online presentations.

Course topics cover a wide variety of professional training needs, including such areas as business and accounting, communication skills, leadership development, organizational management, personal career development, oral presentation skills, and customer service training, to name just a few.

For detailed information about our programs, browse our website at [uhr.rutgers.edu/profdev](http://uhr.rutgers.edu/profdev).

## Multiple Training Formats To suit your needs and availability

- **Single-session classes** cover a variety of subjects, such as communication, employee management, business skills, organizational development, and leadership, in half-day sessions.
- **Extended training programs** provide comprehensive coverage focused on specific areas of development—supervisory, professional, business/accounting operations, communication, and information technology.
- **Customized training** addresses an organization's development goals with targeted programs to meet the unique requirements of a unit, department, team, or group.
- **Facilitation services** are available to ensure that your meetings, retreats, and conferences are both productive and efficient. A trained facilitator can help your group to follow its agenda and avoid the hazards of unfocused discussions, unnecessary conflict, and emotionally charged issues.



## Extended Training Programs For in-depth coverage

- **Supervisor Development Program**  
This program for new and experienced supervisors enhances knowledge and skills in three areas: establishing yourself as a supervisor, managing employee performance, and creating a positive work environment. Three full-day modules address key areas with a comprehensive offering of information and opportunities for experiential learning.
- **Professional Work Skills Program**  
This series of classes is targeted to administrative and operations employees and aims to improve interpersonal, communication, leadership, and customer service skills.
- **Business/Accounting Certificate Program**  
Full-time university employees can receive a Business/Accounting Certificate or a Business/Accounting Supervisor Certificate by learning how to manage business operations in the university environment. Employees who fulfill all program requirements within 18 months after completion of their first course receive the certificate.
- **Information Technology Certificate Program**  
This program prepares full-time employees who have responsibility for the management and administration of university information technology resources. Participants who complete all program requirements within 18 months after completion of their first course receive the certificate.

Additional certificate programs continue to be developed to meet the unique and challenging needs of Rutgers employees.