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| New Employee Orientation (Classroom)  | Starting a new job can be both exciting and perplexing in the first days. Join other new employees in an orientation to UD and gain insight into how to make your first days and weeks more productive and informed. | All new employees (Janette Bell) | Required | Upcoming sessions:  
Date: April 13, 2015  
Time: 10:00 a.m. - 12:00 p.m.  
Location: Haggar Boardroom  
Date: May 11, 2015  
Time: 10:00 a.m. - 12:00 p.m.  
Location: Haggar Boardroom | New Employees are automatically signed up to participate in New Employee Orientation sessions. If you are not a new employee but would like to participate in the Orientation, please contact Janette Bell in Human Resources. Email: jmbell@udallas.edu Phone: 972.721.4054. |
| "HR Bytes" Session on Batch and E.A.F. forms (Classroom) | Join Human Resources for a policy update regarding the Batch and E.A.F. (Employee Action Form) process. Refreshments will be provided. | Administrative Staff (HR Staff) | Optional | Session 1:  
Date: March 26, 2015  
Time: 9:30 a.m. - 10:30 a.m.  
Location: Haggar Boardroom  
Session 2:  
Date: March 25, 2015  
Time: 1:00 p.m. - 2:00 p.m.  
Location: Haggar Boardroom  
Session 3:  
Date: March 31, 2015  
Time: 2:30 p.m. - 3:30 p.m.  
Location: Gorman D | To sign up, please contact Janette Bell in Human Resources. Email: jmbell@udallas.edu Phone: 972.721.4054 |
| Red Flag Training (Classroom) | The FTC's Fed Flags Rules is intended to reduce the risk of identity theft by requiring many businesses and organizations to implement a written Identity Theft Prevention Program designed to detect the warning signs – or red flags – of identity theft in their day-to-day operations. This training is a must for anyone who has access to personal or account information of faculty, staff, and students. | Administrative Staff (Nicole Anderson) | Optional | Session 1:  
Date: March 31, 2015  
Time: 2:30 p.m. - 3:30 p.m.  
Location: Gorman D  
Session 2:  
Date: April 7, 2015  
Time: 9:30 a.m. - 10:30 a.m.  
Location: Gorman Faculty Lounge  
Session 3:  
Date: April 9, 2015  
Time: 2:30 p.m. - 3:30 p.m.  
Location: Gorman D | To sign up, please contact Nicole Anderson in Human Resources. Email: nanderson@udallas.edu Phone: 972.721.5296 |
| Fire Safety in the Workplace (Classroom) | This annually occurring class is open to all who are interested. It covers fire safety in the workplace, and after the class, a fire extinguisher lab will be held in the back yard of Facilities. Each person will have a chance to extinguish a real fire with an extinguisher. | All Staff (Josh Brandis, Irving Fire Department) | Optional | Date: June 10, 2015  
Time: 8:00 a.m. - 9:30 a.m.  
Location: Facilities Shop | To sign up, please contact Steve Serna in Facilities. Email: wordsers@udallas.edu Phone: 972.721.5296 |
| Hazardous Signage Recognition (Classroom) | This short class will cover typical signage and sign colors and their meanings as they relate to the workplace. If you have never taken a course like this before it will be interesting. Even the colors of a sign have a meaning behind them. It would be good as a general knowledge for anyone who sees construction or chemical hazard signage in their work area. | All Staff (Steve Serna) | Optional | Date: July 22, 2015  
Time: 7:30 a.m. - 8:30 a.m.  
Location: Facilities Shop | To sign up, please contact Steve Serna in Facilities. Email: wordsers@udallas.edu Phone: 972.721.5296 |
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<td>Technology Training: Access, Adobe Acrobat, Excel, OneNote, Outlook, PowerPoint, Project, Visio, or Word (Online or Classroom)</td>
<td>The University purchased a limited number of training vouchers for interested employees. Vouchers are limited to two per employee, per fiscal year. Please review the New Horizons Course Catalog for a list of available classes. Use the search box to find specific courses (e.g. Access).</td>
<td>Faculty/Staff (Online or external classes offered through New Horizons)</td>
<td>Optional</td>
<td>Many Options Available</td>
<td>To sign up, please complete and submit the Employee Training Authorization form to Human Resources. Go to the Human Resources Forms web page to download the form.</td>
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