

2024 Learning Network Workshops

The Human Resources department is pleased to announce the Learning Network course schedule for the remainder of the year. For workshop details and registration, please visit the Learning Management System (LMS) [website](#) and reference the specific course ID. If a class is fully booked, we encourage you to join the waitlist to be notified of any openings or future sessions.

For All Employees

Workshop Title	Course ID	Date	Location
Effective Communication	1196029	10/22 – 1 PM to 5 PM	Remote (Zoom)
		11/13 – 1 PM to 5 PM	Remote (Zoom)
		11/21 – 1 PM to 5 PM	Yonkers
		12/5 – 1 PM to 5 PM	Remote (Zoom)
Building and Sustaining Trust	1196034	11/12 – 1 PM to 5 PM	Yonkers
Microsoft Excel – I	1196001	12/3 – 8:30 AM to 5 PM	Remote (Zoom)
Microsoft Excel – II	1196002	11/8 – 8:30 AM to 5 PM	Remote (Zoom)
		12/10 – 8:30 AM to 5 PM	Remote (Zoom)
Microsoft Excel – III	1196003	10/22 – 8:30 AM to 5 PM	Remote (Zoom)
		11/18 – 8:30 AM to 5 PM	Remote (Zoom)
		12/13 – 8:30 AM to 5 PM	Remote (Zoom)
Presenting Virtually with Impact	1321020	11/6 – 1 PM to 5 PM	Remote (Zoom)
The Virtual Trainer	1343013	11/19 – 1 PM to 5 PM	Remote (Teams)
Strategies for Influencing Others	1343011	12/10 – 1 PM to 5 PM	Yonkers
Writing Better Business Emails	1344023	12/10 – 9 AM to 1 PM	Remote (Zoom)
Delegating with Purpose	1196032	12/12 – 9 AM to 1 PM	Remote (Zoom)
How to Lead a Great Virtual Meeting	1295068	Available On Demand	Online
Time Management Essentials	1341005	Available On Demand	Online

For Leaders, Faculty, and Administrators

Workshop Title	Course ID	Date	Location
Transition to Management	1356020	10/28 – 9 AM to 1 PM	Remote (Zoom)
GROW Coaching for Leaders	1359007	10/29 – 1 PM to 5 PM	Remote (Zoom)
Strengthening Your Partnership	1294048	11/1 – 9 AM to 1 PM	Remote (Zoom)
Managing Remote Teams for Einstein	1368013	Available On Demand	Online

*Remote sessions are available via Microsoft Teams or Zoom (as specified on the Learning Management System website). To set up Office 365, please visit the [Einstein IT portal](#) and log in using your Active Directory (AD) credentials (the same as your Einstein email login). For technical assistance with LMS access and course enrollment, visit our [website](#). For additional support, the Learning Network is utilizing the Montefiore Self-Service Portal. To open a ticket, go to [*Montefiore Self-Service Portal](#) > More > Talent Management and Learning. You can also call 914-922-6003 for assistance.