

**Talent Management and Organization Development
Faculty Development – Registration Form – January & February 2009**

FAX form to 443.997.6867

Name _____ **Personnel Number** _____

JHU Department _____ **JHU Phone** _____ **JHU Fax** _____

JHU Address _____ **E-mail Address** _____

(X)	Course Title	Date	Time	Location
	Becoming a Conflict Competent Manager	01/06/2009	8:30 am – 11:30 am	Suite 2-1000
	Assertive Communication: On and Off the Job	01/08/2009	8:30 am – 3:30 pm	Suite 2-1000
	Executive Wisdom: A Workshop for Leaders on How to Anticipate the Future	01/13/2009	9:00 am – 4:00 pm	Suite 2-1000
	FLEX Talk: Understanding Yourself and Others Better Through MBTI Personality Type Theory	01/13/2009	8:30 am – 11:30 am	Suite 1-500Q
	The Downside of Anger: Making Changes for a Healthier and Happy Lifestyle	01/15/2009	9:00 am – 4:00 pm	Suite 2-1000
	Influencing for Impact: On Being Influential for EB Faculty Women	01/22/2009	8:30 am – 11:30 am	Suite 2-1000
	Getting and Staying Organized	01/27/2009	9:00 am – 4:00 pm	Suite 2-1000
	Crucial Conversations	01/29/2009	9:00 am – 4:00 pm	Room B102
	Influence and Power Case Study: The Experience of Rosalind Franklin for EB Faculty Women	02/05/2009	8:30 am – 11:30 am	Suite 2-1000
	FLEX Talk: Practical Communications Skills Using MBTI Personality Type Theory	02/24/2009	8:30 am – 11:30 am	Suite 1-500Q

Location Key: Suite 2-1000 / Suite 1-500Q – 2024 E. Monument Street Room B102 – 1101 E. 33rd Street

Budget Authorization (Registration will not be processed without a valid cost center number, internal number, check, or money order.)

Please check the box that applies to your employment status.

I am a full- or part-time university employee. Charge this internal order or cost center number if I do not attend, (and fail to cancel with seven day's notice), arrive too late to join a class that is already in progress, or fail to complete the full session.

I am NOT employed by the university but work in a department that has a university internal order or cost center number. Charge the cost of my training to this number.

I am a non-university employee. I have attached a copy of my check requisition or personal check, made payable to *The Johns Hopkins University*, and mailed it to the TMOD Project Management Office, 1101 E. 33rd Street, Suite C130, Baltimore, MD 21218.

Please provide one of the required forms of budget information:

SAP Internal Order number _____

Signature _____

OR

SAP Cost Center number _____

Signature _____

Only internal order and cost center numbers of non-sponsored accounts will be accepted for registration.

Please allow a 48-hour turnaround time for your confirmation notices. Confirmation notices will be sent via the information listed on this form. Courses for which faculty/staff register and attend are charged to staff development remission. The departmental cost center number authorized on this form will be charged if a faculty/staff member registers but does not attend and cancel without at least one week's notice or arrives after the start of the session.

Questions? Please contact:

Talent Management and Organization Development Project Management Office
1101 E. 33rd Street, Suite C130, Baltimore, MD 21218 / Phone 443.997.6811 / FAX 443.997.6867