



Office of the University Counsel

Spring 2013 Training Sessions

The Office of the University Counsel (OUC) will be conducting training sessions throughout the spring 2013 semester. The training sessions will include follow up training sessions to previous training sessions on managing employee performance and accountability, as well as new training sessions on the contracting process.

- **Performance Management & Accountability Training.** Commencing in January 2013, the OUC will resume training sessions on managing employee performance and accountability and other personnel issues in conjunction with the Human Resources Office. The OUC will conduct campus-wide sessions AND targeted sessions involving certain units on campus.
- **Contract Processing Training.** Commencing in January 2013, the OUC will conduct campus wide training sessions on the contracting process. Training sessions will be conducted on the Main Campus and Avon Williams Campus. This training is designed to assist personnel in understanding and navigating through the University's contracting process, with a focus on personnel assigned to initiate or monitor contracts for their respective units. The goal of the training sessions is to ensure that attendees possess a working knowledge of the contract routing/approval process, including requirements for the creation, review, and execution of a University contract, as well as recent changes to the contracting process.

If your particular unit wishes to request a smaller, targeted training session on the topics above, please contact the University Counsel's Office at 963-7923.



Eligible