The SLU Online Trainer system offers a variety of development topics. The system allows you to exit and return to your place in a course to accommodate your business needs. Completion of online training will be recorded in the Banner Human Resources system. When you register for an online learning course you will receive your username, password, and a guide for logging in to and using the SLU Online Trainer. The User ID (your Banner ID number) and password will provide access to the SLU Online Trainer system for 30 days. Questions about this system or online training may be directed to the Professional & Organizational Development office by calling 977-2266 or e-mailing us at training@slu.edu

Go directly to the registration website: http://www.slu.edu/services/HR/pod_registration.html

- Scroll Down to Employees Online Learning
- Click to select the Bloodborne Pathogens course
- Scroll down and complete the rest of the information (name, dept, e-mail address, etc.)
- Click on Submit

**Registration Information**

**Attendance**
If you are unable to attend a session that you registered for, please notify us at least 24 hours before the start of the session at 314-977-2266.

**Confirmation**
Please note, you will only receive a response if a class is unavailable.

**Sessions with a Materials Fee***
The session for managers Examine Your Leadership Style using the MBTI has a $25 Materials Fee. This fee is nonrefundable. The actual payment (IDO or check) must be received by at least three days prior to the class or the registration will be canceled automatically. Bring or send payment to: Audra Frick, Professional & Organizational Development, Salus 1049B.

**Session Registration**
Click on the boxes beside the sessions for which you would like to register to attend. To view course descriptions for each subject area, please click on the “See descriptions” buttons.
Employee Sessions

- Customer Service: Overcoming Challenges (10/26/06, 9:00 - 12:00)
- Dealing with People Who are Difficult (11/01/06, 2:00 - 3:30)
- TeamBuilding: Many People, One Goal (11/07/06, 9:00 - 11:30)
- Performance Communication Program (11/14/06, 10:00 - 11:00)
- Government Information at Your Fingertips (12/05/06, 2:00 - 3:00)
- Business Writing Basics (12/13/06, 9:00 - 12:00)

Manager/Supervisor Sessions

These sessions are open to managers/supervisors/directors only.

- Understanding the Family & Medical Leave Act (11/03/06, 8:00 - 10:00)
- Conducting Effective Meetings (11/03/06, 10:15 - 12:15)
- Getting Things Done with Goals (11/15/06, 12:30 - 2:30)
- Enhancing Performance & Job Satisfaction (11/15/06, 2:45 - 4:45)
- Staying Out of the Lawyer's Office (11/30/06, 8:00 - 10:00)
- Managing the Diverse Workplace (11/30/06, 10:15 - 12:15)
- Hiring & Keeping the Best People (12/07/06, 12:30 - 2:30)
- Paying People Fairly (12/07/06, 2:45 - 4:45)
- Managing Conflict (12/19/06, 8:00 - 10:00)

Finance Sessions

INB Requisitioning (11/13/06, 9:00 - 11:30) Session is Full.
- INB & SSB Inquiry (11/15/06, 9:00 - 11:30)
- WebFocus (11/17/06, 9:00 - 11:00)
- INB Requisitioning (12/11/06, 9:00 - 11:30)
- INB & SSB Inquiry (12/13/06, 9:00 - 11:30)
- WebFocus (12/15/06, 9:00 - 11:00)

Human Resources Information

- Banner EPAF & Approvals (11/09/06, 9:00 - 12:00)
- Banner HR Basics (11/14/06, 10:00 - 11:30)
- Banner EPAF & Approvals (12/07/06, 9:00 - 12:00)
- Banner HR Basics (12/14/06, 10:00 - 11:30)

New Employee Events

Employees Online Learning

- Bloodborne Pathogens
- Conflict Management for Employees
- Diversity - Valuing Differences
- Drug Free Workplace
- Fire Extinguisher Safety
- HIPAA - Health Insurance Portability and Accountability Act
- Industrial Ergonomics
- Managing Stress for Employees
Please complete all of the information fields below. After you have completed the registration form, click on the submit button. Unless you receive notification that the course is unavailable, assume your registration is successful.

First Name & Middle Initial:  
Last Name:  
Banner ID number:  
Department:  
Title:  
Your E-mail address:  
Your Manager/Supervisor's Name:  
Your Manager/Supervisor's E-mail:  

Select Your Division Below:  

Are you a SLUCare employee?  
Are you a Manager/Supervisor?  

Building:  
Room/Floor:  

Yes (If not, leave blank.)  
Yes (If not, leave blank.)