To help you, as a manager, prepare for the changes ahead, several training sessions and resources are offered. You are encouraged to take advantage of these opportunities. Additionally, Emory is offering training sessions for impacted employees (these are listed in the FLSA Resource Guide for Employees).

### In-Person Training Sessions

Pre-registration is required for the following in-person training sessions. Register through the Emory Learning Management System (ELMS) at [https://elmprod.emory.edu](https://elmprod.emory.edu).

#### Emory Time Keeping for Managers
(The Emory Timecard Adjustment System)

This session will provide an overview of how to use the Emory Timecard Adjustment System for approving time cards and leave requests.

**Location:** 1599 Clifton Rd., Room 5C  
**Dates:**  
- November 1, 10:00 am - 11:30 am  
- November 10, 11:00 am - 12:30 pm  
- November 14, 11:00 am - 12:30 pm

#### FLSA: Managing Non-Exempt Employees

Making the adjustment from exempt to non-exempt has implications for both the employees and their managers. This 2-hour session will help managers understand how to help their employees as they transition from exempt to non-exempt, as well as provide the managers with information on how to manage the employee and their work, while also staying compliant with federal law.

**Locations:** Specific locations for each session are listed in ELMS.

**Dates:**  
- October 11, 9:30 am - 11:30 am  
- October 13, 9:30 am - 11:30 am  
- October 17, 9:30 am - 11:30 am  
- October 19, 9:30 am - 11:30 am  
- October 24, 9:30 am - 11:30 am

#### FLSA: Managing Change for Managers

Change is something we all encounter throughout our careers and personal lives. This is especially true for those recently impacted by the changes to the Fair Labor Standards Act (FLSA). The rapid pace of change in today’s world requires that we must learn new strategies in order to deal with change more effectively. This 2-hour training session will introduce participants to The Change Cycle, a research-based model of how people react to change. The training provides practical guidance on how to recognize and better manage yourself and others, based upon six distinct stages of thoughts, feelings and behaviors associated with change. The training is designed to be informative, interactive and fun.

**Locations:** Specific locations for each session are listed in ELMS.

**Dates:**  
- October 11, 1:00 pm - 3:00 pm  
- October 13, 1:00 pm - 3:00 pm  
- October 17, 1:00 pm - 3:00 pm  
- October 19, 1:00 pm - 3:00 pm  
- October 24, 1:00 pm - 3:00 pm

### Online Training Sessions & Resources

#### Efficient Time Management
(on-line training in Lynda.com)

Learn the techniques the most efficient people use to manage their tasks and maximize their time. Get practical time management tips to increase your professional and personal productivity. This course can be accessed for free by going to [http://it.emory.edu/lynda](http://it.emory.edu/lynda). Log in with your Emory login and password, then enter “Efficient Time Management” in the search box. Session lasts approximately 2 hours and can be taken at any time. This course is also available to employees.