

Learn • Grow • Achieve



Nana Yeboah | Senior Training Specialist

HIGHLIGHTS

Projecting Your Positive Personality on the Telephone

Wednesday, June 7, 9:00am-12:00pm
The Mount Sinai Hospital

Delegation Intensive for New Managers

Thursday, June 15, 10:00am-12:00pm
42nd Street

Systems Thinking

Tuesday, June 20, 9:00am-12:00pm
Mount Sinai Downtown-Union Square

Communication Strategies in the Workplace

Thursday, June 22, 2:00pm-4:00pm
Mount Sinai West

Conveying Performance Expectations

Thursday, June 29, 1:30pm-5:00pm
Mount Sinai St. Luke's

Managing Emotions in the Workplace

Friday, June 30, 10:00am-12:00pm
42nd Street



Mount
Sinai

Talent Development
and Learning

SPOTLIGHT

Overcoming Differences through Negotiation

Do you ever feel like you get the short end of the stick when you negotiate with others? Regardless of what you're negotiating, effective negotiation skills are essential to preserve and build positive working relationships in team-oriented and customer-driven environments.

Drawing from suggestions by authors who have published popular books on negotiation, here are some steps you can take to become a more effective negotiator:

- **Know your triggers.** In other words, be aware of what sets you off and why, and examine ways to control your emotions during difficult conversations.
- **Bring an agenda.** This will help you practice communicating your viewpoints and stay on topic.
- **Focus on the shared interest, not on who is right.** If the other party attacks you rather than the issue at hand, bring the attention back on what you're trying to accomplish. It is not about who is right, it's about how to achieve a win-win outcome.
- **Explore options for mutual gain.** Take time to explore alternative solutions. Others may have great ideas and propositions you haven't considered.

Knowing how to effectively negotiate with others can help you better identify the interests of those you work with, needs and values, and allow you to become more proficient and confident in influencing and negotiating.

Join us on June 15th for a Lunch and Learn: **Overcoming Differences through Negotiation**. See page 3 for more information. Participants should bring their own lunch.

References:

Diamond, Stuart. *Getting More: How You Can Negotiate to Succeed in Work and Life*. Three Rivers Press, 2010.

Fisher, Roger, William Ury, and Bruce Patton. *Getting to Yes: Negotiating an Agreement Without Giving In*. London: RandomHouse Business, 2012.

Index of Courses

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Mount Sinai West

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(For new employees hired within the last 6 months)
Friday, June 2, 9:00am-1:00pm
The Mount Sinai Hospital

Projecting Your Positive Personality on the Telephone

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Managing Emotions in the Workplace

Friday, June 30, 10:00am-12:00pm
42nd Street

Leadership

Anyone who supervises one or more employees is eligible to attend the following courses.

Navigating Conflict as a Leader

Tuesday, June 13, 9:00am-12:00pm
Mount Sinai Beth Israel

Think Team

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An Introduction to Situational Leadership

Friday, June 23, 10:00am-12:30pm
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Conveying Performance Expectations

Thursday, June 29, 1:30pm-5:00pm
Mount Sinai St. Luke's

REGISTERING FOR A COURSE?

See page 11 for instructions on how to register.

Computer Courses

All computer classes are held at The Mount Sinai Hospital, unless otherwise indicated.

Access

Access Database Design

Wednesday, June 7, 1:30pm–5:00pm

Access Database Design Lab

Thursday, June 15, 1:30pm–3:15pm

Access Query Design

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Excel

Excel Charting Basic

Thursday, June 1, 1:30pm–5:00pm

Excel Pivot Table

Friday, June 2, 9:00am–12:30pm

Excel Basic

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Excel Calculations

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PowerPoint

PowerPoint Intermediate

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Word Essentials Plus

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PEAK: Learning Management System Getting the Most of Supervisor/Manager Tools

Friday, June 9, 1:00pm–2:30pm

42nd Street

The iProcurement Training Program

Friday, June 2, 9:00am–5:00pm

Mount Sinai Beth Israel

Friday, June 16, 9:00am–5:00pm

Mount Sinai St. Luke's



Overcoming Differences through Negotiation

The Lunch and Learn program is a 60 minute presentation facilitated by Talent Development and Learning (TDL). Participants should feel free to bring their own lunch. The sessions are conducted on all campuses and staff, physicians and faculty are invited to bring their own lunch and participate. These informal sessions offer a non-threatening and fun way to extend learning and stimulate the energy and creativity in our workplace. By offering short and focused learning opportunities, TDL wants to help make excellent use of your time, which is already limited throughout the day, and provide practical takeaways that can be applied both professionally and personally.

During this session you will gain a deeper understanding of the nature of negotiation by examining interests, goals, positions, and power. You will also have the opportunity to practice techniques to effectively communicate your needs and identify those of others, as well as learn acclaimed negotiation best practices.

Thursday, June 15, 2017, 12:00pm-1:00pm

Mount Sinai Downtown-Union Square

10 Union Square East, Conference Room 3, 2nd Floor

To register for this session, please visit peak.mountsinai.org

Participants should bring their own lunch.

Locations

Mount Sinai Beth Israel
First Avenue at 16th Street

The Mount Sinai Hospital
1468 Madison Avenue

Mount Sinai Downtown-Union Square
10 Union Square East

The New York Eye and Ear Infirmary of Mount Sinai
310 East 14th Street

Mount Sinai Brooklyn
3201 Kings Highway

42nd Street
150 East 42nd Street

Mount Sinai St. Luke's
1111 Amsterdam Avenue

* Specific room locations are provided in an e-mail confirmation approximately two weeks before the class.

Mount Sinai West
1000 Tenth Avenue

Description of Courses

Communication

Communication Strategies in the Workplace

Thursday, June 22, 2:00pm-4:00pm

Mount Sinai West

What is your communication style? Communication in today's workplace is more important than ever so using the most appropriate tone and word choice is critical to successful workplace interactions. Learn how to convey your expertise and present yourself as a leader, regardless of your role at Mount Sinai. This course will help participants communicate more effectively through active listening skills; identify three techniques to stay calm and poised when conflict is unavoidable; and apply at least three strategies for giving and receiving feedback.

Customer Service

Foundations of Customer Service: Five Essentials

(For new employees hired within the last 6 months)

Friday, June 2, 9:00am-1:00pm

The Mount Sinai Hospital

Providing good customer service requires a set of skills and behaviors that everyone working at the Mount Sinai Health System should possess. But what are the foundations of these skills and behaviors? This four-hour class is an orientation to Mount Sinai's outlook on customer service for new employees. This course introduces our service standards, presents the five essentials of good customer service, and provides a forum to practice these skills.

Projecting Your Positive Personality on the Telephone

Wednesday, June 7, 9:00am-12:00pm

The Mount Sinai Hospital

For most of us, generating a positive first impression is easy when we are in a good mood, but what happens when we are having a challenging day? How do we create a great image over the phone when visual cues like body language cannot be seen? Learn how to improve your communication skills over the phone by reviewing proper communication techniques, uncover ways to consistently project an agreeable personality so callers perceive you and our Health System in a favorable way, and simultaneously set yourself up for a successful interaction.

AIDET: Five Fundamentals of Customer and Patient Communication

Wednesday, June 14, 9:30am-11:00am

42nd Street

AIDET (Acknowledge, Introduce, Duration, Explanation, Thank) is a framework for staff to communicate with patients and their families as well as each other. Learn how to develop and implement this tool in your work setting as well as create a personal AIDET presentation, demonstrate the AIDET tool, and explain why AIDET is critical to improving clinical outcomes and reducing patient anxieties.

Patient Experience Program (PEP)

Thursday, June 22, 9:00am-5:00pm

42nd Street

Providing an excellent patient experience is our top priority. The Patient Experience Program introduces participants to the most current thoughts and practices in the field of patient experience improvement. As modern healthcare practices advance, we recognize the need to embrace empathic, coordinated care as a core component of high-value healthcare. This full-day learning event will leave participants with enhanced skills, renewed energy, and actionable next steps to improve the experience of patients and their families.

General Interest

Networking for Enhanced Collaboration

Tuesday, June 6, 1:30pm-4:30pm

Mount Sinai Downtown-Union Square

The roles and responsibilities of today's workforce are more complex and demanding, increasing the need for information and expertise from diverse contacts across and outside the organization. Employees must build business networks to contribute to their success and to enhance collaboration across the organization. This course will help learners increase personal and team value by teaching them to cultivate a network of colleagues they can contact for information, advice, and coaching. Participants identify what information and expertise they need, identify who can provide it, practice asking for help, and learn techniques for maintaining strong working relationships.

How to Stay Focused on Your Goals

Thursday, June 8, 9:30am-12:00pm

42nd Street

Are you clear about some of your aspirations but unsure about others? Can you envision yourself in a certain role or place in life but are not quite sure how to get there? This course will provide clear goal-setting guidelines, a toolkit for creating ideas and manifesting your vision, and help lay the foundation for you to build on your dreams!

Collaborating in a Multi-Generational Workforce

Thursday, June 15, 1:30pm-4:30pm

Mount Sinai St. Luke's

In America's workforce, there are four generations of employees working side by side, with a new, fifth generation poised to make its entrance. Working together with multiple generations and collaborating on a daily basis can often be challenged. Each group must learn to respect the unique skills of one another and accept that everyone contributes in different ways. Join this course to learn what makes each generation diverse, as well as how to leverage their differences to create a more effective and efficient workforce.

Systems Thinking

Tuesday, June 20, 9:00am-12:00pm

Mount Sinai Downtown-Union Square

When presented with a complex issue in the workplace, our first instinct is often to "break it down" into manageable parts. Though we assume that an analysis of the parts will lead us to an understanding of the whole, we often lose sight of the whole and ignore the interrelatedness of the components. This course will help you avoid the shortfalls of having a fragmented view of the world; learn how to look beyond events in order to see underlying patterns and structures and understand why a linear consideration of "cause and effect" is incomplete. You will gain a basic understanding of the systems-related concepts and tools that can help you understand the dynamic behavior inherent in the complexity that surrounds us.

Embracing Change

Tuesday, June 27, 1:30pm-5:00pm

Mount Sinai Downtown-Union Square

There is a common denominator amongst everyone at the Mount Sinai Health System - we are all undergoing change. For change to be effective, we must embrace it, and our ability to adapt will determine our success. This course focuses on the role of individual performers in implementing change in the workplace. Participants discover their Change IQ, learn about the phases of change that many people experience, and are introduced to best practices that will enable them to tackle and overcome the new challenges of today and tomorrow.

Managing Emotions in the Workplace

Friday, June 30, 10:00am-12:00pm

42nd Street

Learning how to motivate yourself, manage negative emotions, and inspire those around you is essential to your professional success. Join us to discuss methods of cultivating self-awareness and leveraging your personal stories so that you can improve your relationships at work and better handle the emotional element of your interactions with patients, colleagues, and supervisors. Topics will include the physiology of emotions, how your personal stories impact your social interactions, and how to manage your emotions in a variety of different and especially challenging situations.

Leadership

Anyone who supervises one or more employees is eligible to attend the following courses.

Navigating Conflict as a Leader

Tuesday, June 13, 9:00am-12:00pm

Mount Sinai Beth Israel

Conflict is a natural occurrence and can be a healthy and productive way to introduce new ideas and methods. Learn about five different conflict styles and useful ways to diffuse potentially emotional situations you may find yourself in as a leader. This course will also examine a structured process for effectively resolving conflict that sometimes occurs amongst employees.

Think Team

Friday, June 9, 10:00am-12:00pm

Mount Sinai West

Learn the tools to inspire employees to work together effectively and collaboratively. Participants will discover that team building is more about strengthening team performance rather than promoting a team environment. This session highlights the essential elements of high performing teams, techniques to manage conflict, and strategies to assess the team's effectiveness.

Delegation Intensive for New Managers

Thursday, June 15, 10:00am-12:00pm

42nd Street

Delegation is more than simply handing off a task. Ask any manager and they will say that delegation is one of the hardest skills to master, but is the key to becoming more productive at work. Learn the steps to effective delegation, how to avoid common delegation pitfalls, and how to use delegation as a development tool to motivate and challenge your employees. This fast-paced workshop will show you how to pinpoint the right task to delegate, the right time to delegate, and the right person for the task.

Creating a Culture of Trust

Wednesday, June 21, 10:00am-12:00pm

The Mount Sinai Hospital

Do you want to engage and energize staff? Do you want employees to demonstrate the behaviors that are consistent with Mount Sinai's brand? Do you want to learn how to assess the level of trust among you and your staff? Join us to explore what goes into building and maintaining trust at work. You will have the opportunity to identify your own feelings about your need and ability to build trust; discuss the 13 behaviors that build trust in the workplace; and draft a personal action plan for improvement.

An Introduction to Situational Leadership

Friday, June 23, 10:00am-12:30pm

Mount Sinai Downtown-Union Square

The effectiveness of many leaders depends on how well they are able to influence others. Most leaders develop a style that works for most of the people with whom they need to work. Yet research suggests that the most effective leaders employ a full range of styles that vary depending on the situation. Situational leadership is a practical model that provides leaders with guidance on how to assess and use the leadership requirements for employees in specific situations. In this hands-on course, participants will learn and practice the Situational Leadership model and apply it to real life scenarios they face in their role as leaders.

Conveying Performance Expectations

Thursday, June 29, 1:30pm-5:00pm

Mount Sinai St. Luke's

Excellent management skills are essential to effectively address poor performance. In this course leaders will learn how to document and present a solid case for needed improvement and will learn how to use effective interaction skills. Leaders will identify action steps following a performance problem discussion, provide ongoing feedback and support, and determine if it is necessary to impose formal consequences.

Computer Courses

All computer classes are held at The Mount Sinai Hospital, unless otherwise indicated.

Access

Access Database Design

Wednesday, June 7, 1:30pm–5:00pm

Learn how to design a new database with Access. Topics include: the Access interface, table design, creating tables, building table relationships, and creating queries that extract data and make it easier to create forms and reports. Prior knowledge of Excel and databases are recommended.

Access Database Design Lab

Thursday, June 15, 1:30pm–3:15pm

This lab is a self-paced practice session. By the end of this lab you will feel more comfortable creating databases. Use the knowledge learned in the Access Database Design course and create or modify your existing database. Lab exercises are provided to help with proficiency. You may bring your own database files to review.

Access Query Design

Friday, June 16, 1:00pm–4:30pm

If you have multiple tables and you need to extract data from each one, this class is for you. Learn how to select different parameters, update queries, and append records. We will discuss different query types and ways to have Access ask you for input information. Access Database Design course is recommended prior to this class.

Excel

Excel Charting Basic

Thursday, June 1, 1:30pm–5:00pm

Learn to summarize Excel data using charts. Topics include chart types and their uses, the chart tools design, layout and format tabs, and integrating charts into Word and PowerPoint.

Excel Pivot Table

Friday, June 2, 9:00am–12:30pm

Pivot Tables are one of Excel's most useful and versatile functions. Learn how to create pivot tables from a variety of data. Work with pivot table options, create calculations, and group and format items.

Excel Basic

Friday, June 2, 1:00pm–4:30pm

In this introduction to Microsoft Office Excel, learn the basic features of the spreadsheet interface, basic navigation, data entry, basic formulas, basic chart making, and more. Bring all of your Excel questions!

Excel Calculations

Friday, June 9, 9:00am–12:30pm

If you need to learn how to use formulas, this is the class for you. Discover many common formulas such as SUMIF, COUNTIF, AVERAGEIF, IF, AND, OR, and VLOOKUP. Prior knowledge of formulas is recommended.

Excel Lab

Friday, June 9, 2:45pm–4:30pm

This self-paced class will enhance your skills in the Excel classes you took. Exercises and examples will be provided. This is an open Excel Lab; bring any questions related to Excel.

Excel Advanced

Wednesday, June 14, 1:30pm–5:00pm

Excel Advanced allows time for a recap of previous classes (Calculations, Pivot Tables, Excel Basic, and Excel Intermediate) and focuses on the advanced features of Excel which include the grouping feature, data validation (drop down lists), formula auditing, and importing/exporting data.

Excel Intermediate

Thursday, June 15, 9:00am–12:30pm

Learn and use more features of this spreadsheet software. This class includes managing multiple worksheets, applying conditional formatting, linking formulas, inserting graphics, hyperlinking, table formatting, filtering, and sorting.

Excel Calculations Lab

Thursday, June 15, 3:15pm–5:00pm

This lab is a self-paced practice session. Prior knowledge of Excel Formulas is required before attending this lab session. We encourage you to attend the Excel Calculations course prior to signing up to get the most of your session.

Outlook

Outlook Basics

Friday, June 9, 1:00pm-2:45pm

Review the application features such as sending emails, customizing your email signatures, and organizing your calendar and tasks. Bring your questions!

PowerPoint

PowerPoint Intermediate

Friday, June 16, 9:00am-12:30pm

Take PowerPoint to the next level! This course will discuss inserting and editing media files (pictures, video, sound etc.), using SmartArt, tables, formatting charts, advanced animations, reusing slides from other presentations, and creating a self-running show. This course also allows time for open lab. Bring your questions or presentations.

Word

Word Essentials Plus

Wednesday, June 21, 1:30pm-5:00pm

Word Essentials Plus covers how to display your document effectively and apply the finishing touches. Topics include: headers and footers, text enhancements, mail merge, table insertions, and table of contents. Time is also spent reviewing track changes and review notes to help the review process and speed up edits when collaborating with peers.

PEAK: Learning Management System Getting the Most of Supervisor/Manager Tools

Friday, June 9, 1:00pm-2:30pm

42nd Street

The "My Team View" in PEAK is the method for reviewing Learning Records for your direct reports and within your cost center. This course provides insight into the use of the available reporting and enrollment tools. It is taught via a hands-on approach in a computer classroom and participants will have the opportunity to work on practical exercises and examples with their own accounts.

The iProcurement Training Program

Friday, June 2, 9:00am-5:00pm

Mount Sinai Beth Israel

Friday, June 16, 9:00am-5:00pm

Mount Sinai St. Luke's

The iProcurement training is designed for employees to learn the main features and core processes of the system. This course consists of a policy and procedure session and a hands-on session which will help provide end-users with the tools that are required to complete the Procure to Pay Process. At the end of the training, users will be able to create requisitions, process invoices, and enter receipts. Please note: This course must be taken prior to gaining access to the system.

Learn • Grow • Achieve

Mount Sinai Parent Resources

Mount Sinai Parent provides faculty and staff with a forum to obtain support, education, and additional resources as they relate to being a working parent, as well as opportunities to network with fellow moms and dads. All workshops are currently held at The Mount Sinai Hospital.

To RSVP or for more information please contact:

alisa.melendez@mountsinai.org

The Tour: A Behind-the-Scenes Look at Delivering at Mount Sinai

Monday, June 5, 12:00pm – 1:00pm

For employees only, this tour will tell you and show you everything you need to know about delivering where you work. A tour of labor and delivery and the postpartum floors will be supplemented with tips about everything from pump rentals to getting a private room.

Preparing to Breastfeed: The Ins and Outs of Breastfeeding (and Pumping)

Wednesday, June 7, 1:00pm – 2:00pm

Thinking about breastfeeding, but not sure what it entails or how to do it? Choosing to breastfeed is one of the healthiest decisions you can make for your child. This workshop will help to better prepare you so you can nurse your baby successfully. Leading members of Mount Sinai's lactation team will address what you need to know about breastfeeding and pumping before you deliver and will provide tips to prepare yourself for the experience. All questions welcome!

Adolescent Brain Cognitive Development (ABCD) Study – Information Session

Wednesday, June 14, 12:00pm – 1:00pm

As parents, educators, and researchers, we share a common goal: helping our children become healthy, well-adjusted adults. The Adolescent Brain Cognitive Development (ABCD) Study, sponsored by the National Institutes of Health, is seeking to enroll healthy children and follow them from ages 9 to 10 into early adulthood to understand how children's experiences affect brain development and other aspects of their lives—including academic achievement, social development, and behavioral and overall health. To learn more about the development of the preteen brain and the ABCD study please attend this informative session.

» Mount Sinai Rising Professionals

Would you like to expand your horizons? Are you interested in networking outside of your department? Become involved with Rising Professionals, a program dedicated to supporting the workforce by offering staff networking and learning opportunities. This program, sponsored by Talent Development & Learning, offers members the opportunity to collaborate on sub-committees and to organize and participate in a variety of professional, social, and educational events and gatherings.

#KeepRisingSinai

To join our Rising Professionals distribution list and to receive our calendar of events, email: rising.professionals@mountsinai.org

Toastmasters

Join us and spark your inner speaker!

The Mount Sinai Hospital

Wednesday, June 7

Wednesday, June 21

12:00pm–1:00pm

Annenberg Building, 11th floor–Levy Library, Room 10-74

Mount Sinai Beth Israel

Thursday, June 8

Thursday, June 22

12:00pm–1:00pm

Bernstein Pavilion–Conference Room B

42nd Street

Wednesday, June 14 – 4-B.8, 4th floor

Wednesday, June 28 – 2-F.18, 2nd floor

12:00pm–1:00pm

150 East 42nd Street

For more information, please contact:

Talent Development & Learning: 212.241.1944

Marlo Gantt: marlo.gantt@mountsinai.org

Augee Limbaga: augee.limbaga@mountsinai.org

Elena Quitcon: elena.quitcon@mountsinai.org

SHARP INTERNSHIP PROGRAM

The SHARP internship program is a unique program designed to offer Mount Sinai Health System employees the opportunity for professional development. Participants will explore areas of interest within the Health System, grow their skill sets outside of their daily responsibilities and expand their internal employee network. Applications for the next cohort will open on Monday, July 10, 2017. For more information, instructions on how to apply, or general questions, please contact the Sharp team at: internship@mountsinai.org.

Interested in hosting an internship in your department, contact the Sharp team at internship@mountsinai.org.

Participation in the Sharp program is voluntary and is in addition to regular work hours and responsibilities. Applicants must be employed with the Health System for a minimum of one year in order to be eligible for this opportunity. Please note this is a highly competitive program and space is limited.

Coming Up in July

Below are some of the highlighted courses the Talent Development & Learning department is offering in July. Please check out the complete listing of courses next month.

Motivating Your Team

Thursday, July 6, 10:00am-12:00pm

Mount Sinai St. Luke's

Strategies Leaders Use to Create a Customer Centric Environment

Thursday, July 13, 1:30pm-4:30pm

The Mount Sinai Hospital

Taking Control of Your Time

Thursday, July 13, 9:00am-12:00pm

Mount Sinai St. Luke's

Owning Your Professional Development

Thursday, July 20, 2:00pm-4:00pm

The Mount Sinai Hospital

Managing Challenging Situations

Thursday, July 27, 10:00am-12:00pm

The Mount Sinai Hospital

Computer Classes

Excel Basic

Friday, July 7, 9:00am-12:30pm

Excel Pivot Table

Friday, July 7, 1:00pm-4:30pm

Excel Calculations

Friday, July 14, 9:00am-12:30pm

PowerPoint Basic

Wednesday, July 19, 1:30pm-5:00pm

TO REGISTER FOR A COURSE

If you are a faculty or staff member at:

- Icahn School of Medicine at Mount Sinai
- Mount Sinai Queens
- New York Eye and Ear Infirmary of Mount Sinai
- The Mount Sinai Hospital

Log in to PEAK (Learning Management System) at peak.mountsinai.org and filter by category and/or start and end date.

If you are a faculty or staff member at:

- Mount Sinai Beth Israel
- Mount Sinai Brooklyn
- Mount Sinai St. Luke's
- Mount Sinai West

Register for classroom based training directly in PEAK after completing a one-time activation (process on the right). ➤

PEAK: One-Time Activation Process

For Mount Sinai Beth Israel, Mount Sinai Brooklyn, Mount Sinai St. Luke's & Mount Sinai West

Step 1 - Activate your Account

- Access Sinai Central at <http://sinaicentral.mountsinai.org>
- Click on **Activate your Account**
- Enter the login network (Beth Israel/Brooklyn/West/St. Luke's), your social security number, and date of birth
- You will be prompted to enter your network or email account information (this will be your network or email account and password)

Don't have a network or email account? Reach out to the Mount Sinai Beth Israel/Mount Sinai St. Luke's Help Desk at **212.523.6486**

Please wait an hour after this activation step as account information is being transferred to the network.

Step 2 - Access PEAK

- Click on <http://peak.mountsinai.org> to get redirected to PEAK
- Enter your network or e-mail account information

If your PEAK password needs to be reset, please contact the Mount Sinai Beth Israel/Mount Sinai St. Luke's Help Desk at **212.523.6486**

COURSE REGISTRATION FORM

(for those without computer access and volunteers)

First Name _____ Last Name _____

Life Number _____ Department _____

E-mail _____ Contact Number _____

Manager's Name _____ Manager's Phone _____

Course Name _____

Course Date _____ Course Time _____

Fax the completed form to **212.423.9252**

All registrations are processed on a first-come, first-served basis. To register for multiple classes, please copy this form as many times as necessary; one registration form per class. Specific room locations are provided in an e-mail confirmation approximately two weeks before the class. Please make every effort to arrive on time for your class.



Mount Sinai Talent Development and Learning