

# Xavier University Employee Professional Development Opportunities

The Office of Human Resources and the Xavier Leadership Center have partnered to offer professional development opportunities to all full-time employees of Xavier University.



Full-time employees have access to XLC's Corporate University programs with fees covered by Human Resources. XLC's *Certificate in Financial Planning* and the *Women's Business Leadership Certificate* are not covered by Human Resources, however, there is a substantial discount for employees.

Within one semester of XLC's Corporate University, an employee has the opportunity to take up to 2 one-day programs or 1 certificate program. The Business Acumen, Excellence in Communication, and Business Innovation Certificates will be split across 2 semesters.

To register for a program, employees are asked to **NOT** register directly through the XLC website, otherwise they will be subjected to XLC's payment process. Instead, employees are encouraged to reach out to XLC's Program Manager directly, or complete this [online form](#). The Program Manager will then reach out to the employee to confirm registration.

Registration will be on a first-come, first-serve basis. If a program has high interest, employees may be placed on a wait list and added to the program as seats become available. If an employee is wait listed, they or their department may cover the program cost and attend the program. A seat in an XLC program is not guaranteed. XLC reserves the right to cancel or reschedule programs for any reason. All registrants will be notified of any changes.

Most programs will be held at the Schiff Conference Center in the Cintas Center from 8:30 a.m. – 4:00 p.m. Program information will be delivered to participants at least 2 weeks in advance. Some programs will require “pre-work” to be completed before the program starts.

Cancellations will be accepted up to 9 days prior to the start of the program without a charge. If an employee cancels within 9 days of a program or does not show up for the program, HR will be alerted, and that employee will not be able to attend an XLC program the following semester.

For questions and registration, please reach out to XLC's Program Manager:

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[Register Here](#)