

HR LEARNING TRAINING CALENDAR 2024

REGISTER FOR COURSES VIA WORKDAY

JANUARY *All sessions are virtual unless otherwise noted below*

10
[Giving & Receiving Feedback](#)
1:00PM - 4:30PM

17
[Navigating Change \(and the stress that comes with it\)](#)
9:00AM - 11:30AM

23
[Performance Appraisal: Supervisors](#) **S**
1:00PM - 3:30PM

24
[Respectful Dialogue Discussions: Styles of Handling Conflict](#)
11:00AM - 12:00PM

25
[Civility at Work](#)
8:30AM - 12:00PM

31
[Respectful Dialogue Discussions: Managing Conflict as a Supervisor](#) **S**
11:00AM - 12:00PM

FEBRUARY *All sessions are virtual unless otherwise noted below*

1
[Performance Appraisal: Supervisors](#) **S**
9:00AM - 11:30AM

6
[Copyright for Images & Video](#)
1:00PM - 2:00PM

8
[Emotional Intelligence](#)
1:00PM - 5:00PM

12 CANCELED
[Leveraging Design Thinking at Work \(Session 1 of 2\)](#)
9:00AM - 11:00AM

14
[Respectful Dialogue Discussions: Managing Conflict as a Coworker](#)
11:00AM - 12:00PM

15
[Strengths Training \(Employee Focus\)](#) **\$**
8:00AM - 12:00PM
In-person at the UCF Digital Learning Center, room 136. Fee: \$125 due by Feb. 2.

15
[Strengths Training for Supervisors](#)
1:00PM - 5:00PM **\$ S P**
In-person at the UCF Digital Learning Center, room 136. Fee: \$75 due by Feb. 2; Pre-requisite: Strengths Training Employee Focus.

19 CANCELED
[Leveraging Design Thinking at Work \(Session 2 of 2\)](#)
9:00AM - 11:00AM

21
[Coping with Grief and Loss](#)
11:30AM - 12:30PM

21
[Respectful Dialogue Discussions: Managing Up](#)
11:00AM - 12:00PM

22
[The Practical Coach™](#) **S**
9:00AM - 10:30AM

MARCH *All sessions are virtual unless otherwise noted below*

7
[Emotional Intelligence 2.0](#)
9:00AM - 11:00AM

11
[Leveraging Design Thinking at Work \(Session 1 of 2\)](#)
9:00AM - 11:00AM

12
[Fostering a Civil Workplace](#) **S**
8:30AM - 12:00PM

12
[Copyright for Images & Video \(pre-recorded with live Q&A\)](#)
1:00PM - 2:00PM

13
[Leveraging Design Thinking at Work \(Session 2 of 2\)](#)
9:00AM - 11:00AM

14
[Leadership Roundtable: Cultivating Engagement at UCF](#) **\$ S**
5-Session Series: All sessions take place 10:00AM - 12:00PM, in-person at the UCF Digital Learning Center, room 136A.
Fee: \$100 for the five-session series due by Feb. 29. Note that you only need to enroll in the March 14 session; you will be automatically enrolled in the other four sessions. You must complete all five sessions to receive credit for the program.

27
[Performance Management 1.0](#) **S**
9:00AM - 11:30AM

Meeting Dates:
March 14, 28, April 11, 25, May 9

\$ fee applies

P pre-requisite applies

S for supervisors

REGISTER FOR TRAINING VIA WORKDAY

1. To register for courses and get more course information (such as location and cost), follow the instructions below.
2. Go to <https://my.ucf.edu> and select “Workday.”
3. Sign in with your NID credentials.
4. In the search bar at the top of the Workday screen, type “Browse Learning Content” and select “Browse Learning Content” from the search results.
5. Search for the course by entering the course number or course name in the catalog search bar; you can narrow the search by using the filters on the left side of the screen.
6. For digital (online) courses:
 - a. Select the desired course and click “Enroll.”
 - b. On the next screens, click “Submit” and “Done.”
7. For blended (in-person) courses:
 - a. Click “Select Offering.”
 - b. Select the desired offering and click “OK.”
 - c. On the next screens, click “Submit” and “Done.”

LEARNING AND ORGANIZATIONAL EFFECTIVENESS



VISION

Be a proactive leader by influencing change in support of UCF's strategic plan.



MISSION

Collaborate with the UCF community to improve organizational effectiveness and provide access to learning and employee development.

➤ **TRAINING OPPORTUNITIES**
FOR EMPLOYEE DEVELOPMENT & SUPERVISORY EDUCATION

➤ **LEADERSHIP DEVELOPMENT**
TO HELP YOU BUILD YOUR LEADERSHIP SKILL SET

➤ **ORGANIZATION DEVELOPMENT**
FOR TEAM, DEPARTMENT, AND DIVISION LEADERS



CONTACT US:

hr.ucf.edu/learning/ | hrlearning@ucf.edu | 407.823.0440



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NEW HORIZONS COMPUTER TRAINING OPPORTUNITIES

Need training in computer systems or software? UCF has partnered with New Horizons Computer Learning Centers to provide deeply-discounted technical and desktop application courses and certifications. Many of the courses can be completed from the comfort of your work station.

1. Select the course you want to take on the [New Horizons Orlando](#) website.
2. Contact Sheri Slusher at New Horizons to get a quote for your selected course: (386) 266-7134 or sslusher@nhorlando.com
3. Pay using your expense card or coordinate with your department's Travel Procurement Coordinator to complete payment.
4. Complete an [expense report](#) once the payment transaction is visible in your account.



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UCF Office of Diversity Education and Training offers a broad spectrum of courses and certification programs to the UCF community. For more information, go to diversity.ucf.edu.

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