

HR LEARNING TRAINING CALENDAR 2024

REGISTER FOR COURSES VIA WORKDAY

APRIL

All sessions are virtual unless otherwise noted below

10

[Leadership is Everyone's Business: 3-Session Program](#) 💰

- [Session 1](#): April 10
- [Session 2](#): April 17
- [Session 3](#): April 24

All sessions take place in person, 9:00AM - 12:00PM. Enrollment in the program as well as each of the three sessions is required. Fee: \$250 due by March 29. [Learn more](#).

17

[Conflict Resolution with the TKI](#) 💰

1:00PM - 4:30PM
In person. Fee: \$25 due by April 1.

25

[Working through Stressful and Changing Times](#)

11:30AM - 12:30PM

MAY

All sessions are virtual unless otherwise noted below

1

[Project Management: Overview](#)

10:30AM - 12:00PM

2

[Conflict Resolution with the TKI](#) 💰

9:00AM - 12:30PM, In person
Fee: \$25 due by April 19.

8

[The Practical Coach™](#) * 💰

9:00AM - 10:30AM

10

[Project Management: Workload Prioritization](#)

10:30AM - 12:00PM

15

[Giving and Receiving Feedback](#) *

1:00PM - 4:30PM

21

[Project Management: Scoping Out a Project](#)

10:30AM - 12:00PM

22

[Performance Appraisal: Supervisors](#) * 💰

9:30AM - 12:00PM

23

[Effective Delegation](#)

9:30AM - 11:00AM

28

[Civility at Work](#)

8:30AM - 12:00PM

JUNE

All sessions are virtual unless otherwise noted below

5 **CANCELED**

[Unplugging After Work](#)

11:30AM - 12:30PM

6 **CANCELED**

[Influential Negotiations](#)

1:00PM - 3:00PM

7 **CANCELED**

[Navigating Change \(and the stress that comes with it\)](#)

9:00AM - 11:30AM

12 **CANCELED**

[Performance Management 1.0](#) * 💰

9:00AM - 11:30AM

18 **CANCELED**

[Increasing Effectiveness thru Problem Solving](#)

10:00AM - 11:30AM

20 **CANCELED**

[Constructive Conversations](#)

9:00AM - 11:30AM

27

[Train-the-Trainer Refresher](#)

1:00PM - 5:00PM, In person

*These four courses comprise the “[Performance Management Certification](#)” program for supervisors. Complete within 18 months and you’ll receive a certificate. Be sure to enroll in the program as well as each individual course.

💰 fee applies

Ⓟ pre-requisite applies

Ⓢ for supervisors

REGISTER FOR TRAINING VIA WORKDAY

To register for courses and get more course information (such as location and cost), follow the instructions below.

1. Go to <https://my.ucf.edu> and select “Workday.”
2. Sign in with your NID credentials.
3. In the search bar at the top of the Workday screen, type “Browse Learning Content” and select “Browse Learning Content” from the search results.
4. 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.
5. For digital (online) courses:
 - Select the desired course and click “Enroll.”
 - On the next screens, click “Submit” and “Done.”
6. For blended (in-person) courses:
 - Click “Select Offering.”
 - Select the desired offering and click “OK.”
 - 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



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Human Resources

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Technical courses included in this offering are available for as low as \$300 per day. Application courses included in this offering are available for as low as \$150 per day.

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