

# HR LEARNING TRAINING CALENDAR 2024

REGISTER FOR COURSES VIA WORKDAY

## JULY

All sessions are virtual unless otherwise noted below

<b>10</b> <a href="#">Influential Negotiation</a> 1:00 PM - 3:00 PM	<b>23</b> <a href="#">Communication Improved; Conflict Resolved</a> 11:00 AM - 12:00 PM	<b>30</b> <a href="#">Unplugging After Work</a> 11:00 AM - 12:30 PM
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## AUGUST

All sessions are virtual unless otherwise noted below

<b>7</b> <a href="#">Grow Where You Are Planted: Making the Best of Situations</a> 11:30 AM - 12:30 PM	<b>13</b> <a href="#">Giving &amp; Receiving Feedback *</a> 1:00 PM - 4:30 PM	<b>28</b> <a href="#">Working through Stressful and Changing Times</a> 11:00 AM - 12:00 PM
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## SEPTEMBER

All sessions are virtual unless otherwise noted below

<b>9</b> <a href="#">Communicating Through Conflict: A Leadership Pathway 24-25</a> 💰 9:00 AM - 11:30 AM	<b>10</b> <a href="#">Emotional Intelligence</a> 1:00 PM - 5:00 PM	<b>12</b> <a href="#">Project Management Overview</a> 10:00 AM - 12:00 PM
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Fee: \$250 for the eight-session series due by Aug. 16. You must complete all eight sessions to receive credit for the program.

Sessions following Sept. 9 session will be held from 3:00 PM - 4:00 PM\* (virtual):

- Sept. 20
- Oct. 4
- Oct. 18
- Nov. 1
- Feb. 7
- Feb 21
- Mar. 7
- Mar. 28

\*Sessions may have a different start time.

<b>17</b> <a href="#">Performance Management 1.0 *</a> 9:00 AM - 11:30 AM	<b>19</b> <a href="#">Project Management: Workload Prioritization</a> 10:00 AM - 12:00 PM	<b>24</b> <a href="#">Conflict Resolution with the TKI</a> 💰 1:00 PM - 4:30 PM This workshop is being held in person at University Tower, 12201 Research Parkway, Room 203. <b>Please complete and submit an Inter-Departmental Transfer form for \$25 by 09/13/24.</b> The IDT form may be found in Lesson 1 of the course in Workday.
<b>26</b> <a href="#">Strengths Training (Employee Focus)</a> 💰 8:30 AM - 12:30 PM This workshop is being held in person at the Digital Learning Center, 12351 Research Parkway, Room 136A. <b>Please complete and submit an Inter-Departmental Transfer form for \$125 by 09/13/24.</b> The IDT form may be found in Lesson 1 of the course in Workday.	<b>26</b> <a href="#">Strengths Training for Supervisors</a> 💰 P S 1:00 PM - 5:00 PM Before registering for Strengths Training for Supervisors, attendees must have previously completed Strengths Training (Employee Focus) or request an override from instructor due to having already completed a similar CliftonStrengths training. Override requests can be emailed to hrlearning@ucf.edu. This workshop is being held in person at the Digital Learning Center, 12351 Research Parkway, Room 136A. <b>Please complete and submit an Inter-Departmental Transfer form for \$75 by 09/13/24.</b> The IDT form may be found in Lesson 1 of the course in Workday.	<b>27</b> <a href="#">Project Management: Scoping Out a Project</a> 10:00 AM - 12:00 PM

\*This workshop is part of the four-course [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

P pre-requisite applies

S for supervisors

# SELF-PACED

Self-paced courses give you the flexibility to complete trainings in your own time.

## [Performance Appraisal Refresher](#) P S

Supervisors must have previously attended the Performance Appraisal: Supervisors course to receive access and credit for this course.

## [UCF Employee Development Opportunities](#)

UCF employees can engage in many activities to unleash their potential. This course covers the following:

- HR Learning & Organizational Effectiveness services;
- UCF professional development benefits and other training resources; and
- Updates since our transition to Workday and SET

# 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:
  - a. Select the desired course and click “Enroll.”
  - b. On the next screens, click “Submit” and “Done.”
6. 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](https://hr.ucf.edu/learning) | [hrlearning@ucf.edu](mailto:hrlearning@ucf.edu) | 407.823.0440



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### Access and Community Engagement

Access and Community Engagement collaborates both internally and with community partners to integrate access and belonging into the University's mission. For more information, go to [access.ucf.edu](https://access.ucf.edu).

### Contact us:

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