

TALENT DEVELOPMENT TRAINING CALENDAR 2024

REGISTER FOR COURSES VIA WORKDAY

OCTOBER

All sessions are virtual unless otherwise noted below

2

[Emotional Intelligence 2.0](#) **P**

9:00 AM - 11:00 AM

10

[Performance Management 1.0](#)

2:00 PM - 4:30 PM, in-person

This workshop is being held in person at University Tower, 12201 Research Parkway, Room 203.

22

[Civility at Work](#)

9:00 AM - 12:00 PM

7

[Leveraging Design Thinking at Work: Session 1](#)

9:00 AM - 11:00 AM

21

[Strengths Training \(Employee Focus\)](#) **\$**

8:30 AM - 12:00 PM, in person

This workshop is being held in person at the Digital Learning Center, 12351 Research Parkway, Room 136-A. **Please complete and submit an Inter-Departmental Transfer form for \$125 by date indicated on form.** The IDT form may be found in Lesson 1 of the course in Workday.

24

[Giving & Receiving Feedback](#)

1:00 PM - 4:30 PM

9

[Holiday Game Plan: Strategies to Manage the Holiday Season](#)

11:30 AM - 12:30 PM

21

[Strengths Training \(Supervisor\)](#)

\$ P S

1:00 PM - 4:30 PM, in person

This workshop is being held in person at the Digital Learning Center, 12351 Research Parkway, Room 136-A. **Please complete and submit an Inter-Departmental Transfer form for \$75 by date indicated on form.** The IDT form may be found in Lesson 1 of the course in Workday.

25

[Leveraging Design Thinking at Work: Session 2](#) **P**

9:00 AM - 11:00 AM

NOVEMBER

All sessions are virtual unless otherwise noted below

1

[Project Management Overview](#)

10:00 AM - 12:00 PM

7

[Train the Trainer Refresher](#)

9:00 AM - 12:00 PM, in person

This workshop is being held in person at University Tower, 12201 Research Parkway, Room 203.

12

[Project Management: Workload Prioritization](#)

10:00 AM - 12:00 PM

19

[Managing Holiday Stress](#)

11:00 AM - 12:00 PM

20

[Emotional Well-Being for Employees](#)

11:00 AM - 12:00 PM

22

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

10:00 AM - 12:00 PM

DECEMBER

All sessions are virtual unless otherwise noted below

3

[Performance Appraisal: Supervisors](#)

S
9:00 AM - 11:30 AM

5

[Coaching with the GROW Model](#)

10:00 AM - 11:30 AM

This course will be replacing "The Practical Coach" course.

10

[Avoiding Burnout](#)

11:30 AM - 12:30 PM

\$ 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.

REGISTER FOR TRAINING VIA WORKDAY

To register or get more course information (i.e. 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.”



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