

# HR LEARNING TRAINING CALENDAR 2022

REGISTER FOR COURSES VIA WORKDAY

## JULY

27

Conflict Resolution with the TKI **\$** | PER203  
8:30AM - 12:00PM | IN-PERSON

29

*Coming Soon, Register Now!*  
July 29 is the deadline to enroll in the September 28 Leader Readers Book Club session. The book for this session is "Dare to Lead" by Brené Brown.

## AUGUST

3

Constructive Conversations | PER233  
9:00AM - 11:30AM | VIRTUAL

10

Emotional Intelligence 2.0 **P** | PER243  
2:00PM - 4:00PM | VIRTUAL

16

Navigating Change | PER204  
9:00AM - 11:30AM | VIRTUAL

16

Parental Leave | PER094  
2:00PM - 4:00PM | VIRTUAL

23

Improving Overall Well-being:  
The Mind-body Connection | EAP133  
11:30AM - 12:30PM | VIRTUAL

## SEPTEMBER

8

Performance Management 1.0 **S** | LDR004  
9:30AM - 11:00AM | VIRTUAL

13

Giving & Receiving Feedback | PER201  
8:30AM - 12:00PM | IN-PERSON

14

Performance Appraisal: Supervisors **S**  
PER067 | 9:00AM - 11:30AM | VIRTUAL

15

Emotional Intelligence | PER205  
1:00PM - 5:00PM | IN-PERSON

23

Project Management: Overview | PER247  
1:00PM - 2:00PM | VIRTUAL

28

Strengths Training Series **\$** | PER244  
Part 1: Sept. 28; Part 2: Oct. 5  
9:00AM - 11:00AM | IN-PERSON

28

Leader Readers Book Club #3 **S** | LDR009  
3:00PM - 4:00PM | VIRTUAL

30

"LIL" Chats for Supervisors: Change Management **S**  
LDR025 | 11:00AM - 12:00PM | VIRTUAL

## REGISTER FOR TRAINING VIA WORKDAY STARTING JULY 7

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."

**\$** fee applies

**P** pre-requisite applies

**S** for supervisors



## 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](mailto: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.



## Continuing Education

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### UCF Office of Diversity Education and Training

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](https://diversity.ucf.edu).

#### Contact us:

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Human Resources

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