

HR LEARNING TRAINING CALENDAR 2022

REGISTER FOR COURSES VIA WORKDAY

OCTOBER

4

Effective Delegation | PER209
9:00AM - 10:30AM | VIRTUAL

7

Project Management: Workload
Prioritization | PER248
1:00PM - 2:00PM | VIRTUAL

12

Mindfulness: An Experiential Workshop
EAP134 | 11:30AM - 12:30PM | VIRTUAL

13

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

20

Conflict Resolution with the TKI **\$**
PER203 | 1:00PM - 4:30PM | IN-PERSON

21

Project Management: Scoping Out
a Project | PER249
1:00PM - 2:00PM | VIRTUAL

27

The Practical Coach **S** | LDR008
9:30AM - 11:00AM | IN-PERSON

28

"LIL" Chats for Supervisors: Leadership
Foundations **S** | LDR026 | 11:00AM - 12:00PM
VIRTUAL

NOVEMBER

9

Copyright for Images & Video | PER238
11:00AM - 11:30AM | VIRTUAL

18

"LIL" Chats for Supervisors: Networking **S**
LDR027 | 11:00AM - 12:00PM | VIRTUAL

22

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

DECEMBER

6

Finding Balance in Busy Lives | EAP135
11:30AM - 12:30PM | VIRTUAL

6

UCF Reporting Concerns Panel **S**
LDR024 | 2:00PM - 3:30PM | IN-PERSON

16

"LIL" Chats for Supervisors:
Engagement **S** | LDR028
11:00AM - 12:00PM | VIRTUAL

REGISTER FOR TRAINING VIA WORKDAY STARTING JULY 14

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:
 - o Select the desired course and click "Enroll."
 - o On the next screens, click "Submit" and "Done."
6. For blended (in-person) courses:
 - o Click "Select Offering."
 - o Select the desired offering and click "OK."
 - o 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
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

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.

Contact us:

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Human Resources

UNIVERSITY OF CENTRAL FLORIDA