HR LEARNING TRAINING CALENDAR 2022

REGISTER FOR COURSES VIA WORKDAY

OCTOBER

7 FULL

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

14

Emotional Intelligence 2.0 P | PER243

21

1:00PM - 3:00PM | IN-PERSON

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

12 FULL

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

20

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

27 The Practical Coach (S) | LDR008 9:30AM - 11:00AM | IN-PERSON

21

12

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

3:00PM - 4:00PM | VIRTUAL

Leader Readers Book Club #3 5 | LDR009

28

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

NOVEMBER

2 Effective Delegation | PER209

9:00AM - 10:30AM | VIRTUAL

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

8

Performance Appraisal: Supervisors S PER067 | 9:00AM - 11:30AM | VIRTUAL 18

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

DECEMBER

6

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

Performance Appraisal: Supervisors S PER067 | 9:00AM - 11:30AM | VIRTUAL 6

UCF Reporting Concerns Panel 5 LDR024 | 2:00PM - 3:30PM **IN-PERSON**

13

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

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

16

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

SELF-PACED

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

2022 Performance Appraisal Refresher 🖸 🕒

Supervisors must have previously attended the Performance Appraisal: Supervisor 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

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.

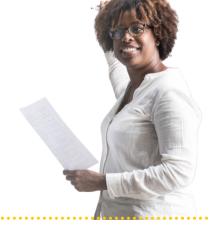


MISSION

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



Contact us:

3280 Progress Drive, Suite 100 Orlando, FL 32826 <u>hr.ucf.edu/learning | hrlearning@ucf.edu</u> | 407.823.0440





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.

- Select the course you want to take on the <u>New Horizons Orlando</u> 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 <u>expense report</u> once the payment transaction is visible in your account.



Continuing Education

UCF Continuing Education

Looking to upskill, reskill, or transition to a new career? UCF Continuing Education offers relevant, interactive, and affordable online and in person courses. From accounting and arts to technology and wellness, there are options to meet all learners' needs. Many courses include discounts for UCF staff, students, alumni, and faculty. Continuing Education is your starting point for personal and professional change. Start your search today!



UCF & LinkedIn Learning

Looking for learning at your fingertips? Look no further than LinkedIn Learning! More than 12,000 on-demand courses are available to help you build professional skills across a vast range of job functions. Check it out at digitallearning.ucf.edu/linkedin-learning/



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 <u>diversity.ucf.edu</u>.

Contact us:

3280 Progress Drive, Suite 100 Orlando, FL 32826 hr.ucf.edu/learning | hrlearning @ucf.edu | 407.823.0440

