

# HR LEARNING TRAINING CALENDAR 2023

REGISTER FOR COURSES VIA WORKDAY

## OCTOBER

All sessions are virtual unless otherwise noted below

3

[Leadership Roundtable: Cultivating Engagement at UCF](#) \$ \$

5-Session Series: All sessions take place 9:00AM - 11:00AM, in-person at the UCF Digital Learning Center

Fee: \$100 for the five-session series due by Sept. 22. Note that you only need to enroll in the Oct. 3 session; you will be automatically enrolled in the other four sessions. You must complete all five sessions to receive credit for the program.

**Meeting Dates/Locations:**

- Oct. 3, DLC Room 136B
- Oct. 17, DLC Room 112
- Oct. 31, DLC Room 136B
- Nov. 4, DLC Room 136B
- Nov. 28, DLC Room 136B

19

[Respectful Dialogue Discussions: Managing Conflict as a Supervisor](#) \$

11:00AM - 12:00PM

5

[Respectful Dialogue Discussions: Styles of Handling Conflict](#)

11:00AM - 12:00PM

10

[Emotional Intelligence 2.0](#)

1:00PM - 3:00PM

16

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

10:30AM - 12:00PM

24

[Performance Appraisal: Supervisors](#) \$

9:00AM - 11:30AM

10

[Question, Persuade, Refer \(QPR\) Suicide Gatekeeper Training](#)

11:00AM - 12:00PM

12

[Civility at Work](#)

8:30AM - 12:00PM

18

[The Practical Coach™](#) \$

9:00AM - 11:30AM

25

[Managing Holiday Stress](#)

11:30AM - 12:30PM

## NOVEMBER

All sessions are virtual unless otherwise noted below

2

[Respectful Dialogue Discussions: Managing Conflict as a Coworker](#)

11:00AM - 12:00PM

2

[Ethical Leadership](#)

2:00PM - 4:00 PM

This workshop will be delivered in person at Millican Hall, Room 395E.

7

[Leveraging Design Thinking at Work \(Session 1 of 2\)](#)

1:00PM - 3:00PM

9

[Giving & Receiving Feedback](#)

1:00PM - 4:30PM

14

[Conflict Resolution with the TKI](#) \$

8:30AM - 12:00PM

(Fee: \$25 for assessment due by Oct. 27)  
This workshop will be delivered in-person at the UCF Digital Learning Center, Room 136A.

14

[Leveraging Design Thinking at Work \(Session 2 of 2\)](#)

1:00PM - 3:00PM

16

[Performance Management 1.0](#) \$

9:00AM - 11:30AM

16

[Respectful Dialogue Discussions: Managing Up](#)

11:00AM - 12:00PM

30

[Performance Appraisal: Supervisors](#) \$

2:00PM - 4:30PM

\$ fee applies

P pre-requisite applies

S for supervisors

## DECEMBER *All sessions are virtual unless otherwise noted below*

6

[Performance Appraisal:  
Supervisors](#) **S**

9:00AM - 11:30AM

7

[Copyright for Images & Video](#)  
3:00PM - 4:00 PM

13

[Avoiding Burnout](#)  
11:30AM - 12:30PM

14

[Performance Appraisal:  
Supervisors](#) **S**

2:00PM - 4:30PM

## 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

**\$** fee applies

**P** pre-requisite applies

**S** for supervisors

# REGISTER FOR TRAINING VIA WORKDAY

1. To register for courses and get more course information (such as location and cost), follow the instructions below.
2. Go to <https://my.ucf.edu> and select “Workday.”
3. Sign in with your NID credentials.
4. In the search bar at the top of the Workday screen, type “Browse Learning Content” and select “Browse Learning Content” from the search results.
5. 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.
6. For digital (online) courses:
  - a. Select the desired course and click “Enroll.”
  - b. On the next screens, click “Submit” and “Done.”
7. 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



**Human Resources**

UNIVERSITY OF CENTRAL FLORIDA



## 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

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

### CONTACT US:

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