

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. below.
3. Go to <https://my.ucf.edu> and select “Workday.”
4. Sign in with your NID credentials.
5. In the search bar at the top of the Workday screen, type “Browse Learning Content” and select “Browse Learning Content” from the search results.
6. 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.
7. For digital (online) courses:
 - a. Select the desired course and click “Enroll.”
 - b. On the next screens, click “Submit” and “Done.”
8. 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/ | 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
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/



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.

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