# **TALENT DEVELOPMENT TRAINING CALENDAR 2024**

REGISTER FOR COURSES VIA WORKDAY

# **OCTOBER**

All sessions are virtual unless otherwise noted below

Emotional Intelligence 2.0 (P) 9:00 AM - 11:00 AM

10

Performance Management 1.0 2:00 PM - 4:30 PM, in-person

This workshop is being held in person at University Tower, 12201 Research Parkway, Room 203.

22

Civility at Work 9:00 AM - 12:00 PM

Leveraging Design Thinking at Work: Session 1

9:00 AM - 11:00 AM

Strengths Training (Employee Focus) §

8:30 AM - 12:00 PM, in person

This workshop is being held in person at the Digital Learning Center, 12351 Research Parkway, Room 136-A. *Please complete and* submit an Inter-Departmental Transfer form for \$125 by date indicated on form.
The IDT form may be found in Lesson 1 of the course in Workday.

24

Giving & Receiving Feedback 1:00 PM - 4:30 PM

Holiday Game Plan: Strategies to Manage the Holiday Season 11:30 AM - 12:30 PM

Strengths Training (Supervisor)

**5** P S

1:00 PM - 4:30 PM, in person

This workshop is being held in person at the Digital Learning Center, 12351 Research Parkway, Room 136-A. *Please complete and* submit an Inter-Departmental Transfer form for \$75 by date indicated on form.
The IDT form may be found in Lesson 1 of the course in Workday.

25

Leveraging Design Thinking at Work: Session 2 P 9:00 AM - 11:00 AM

# NOVEMBER

All sessions are virtual unless otherwise noted below

1

Project Management Overview 10:00 AM - 12:00 PM

Train the Trainer Refresher

9:00 AM - 12:00 PM, in person

This workshop is being held in person at University Tower, 12201 Research Parkway, Room 203.

12

Project Management: Workload Prioritization

10:00 AM - 12:00 PM

19

Managing Holiday Stress 11:00 AM - 12:00 PM

20

**Emotional Well-Being for Employees** 

11:00 AM - 12:00 PM

22

Project Management: Scoping Out a Project

10:00 AM - 12:00 PM

## DECEMBER

All sessions are virtual unless otherwise noted below

3

Performance Appraisal: Supervisors

B

9:00 AM - 11:30 AM

Coaching with the GROW Model

10:00 AM - 11:30 AM

This course will be replacing "The Practical Coach" course.

10

**Avoiding Burnout** 

11:30 AM - 12:30 PM

fee applies



pre-requisite applies



for supervisors

# HR Learning & Organizational Development

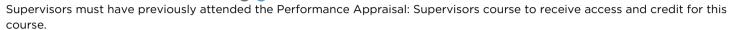


# TALENT DEVELOPMENT

# **SELF-PACED**

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

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# REGISTER FOR TRAINING VIA WORKDAY

To register or get more course information (i.e. location and cost), follow the instructions below:

- 1. Go to <a href="https://my.ucf.edu">https://my.ucf.edu</a> 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:
  - a. Select the desired course and click "Enroll."
  - b.On the next screens, click "Submit" and "Done."
- 6. 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."



# **Continuing Education**

## **UCF Continuing Education**

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## **Access and Community Engagement**

Access and Community Engagement collaborates both internally and with community partners to integrate access and belonging into the University's mission. For more information, go to <a href="access.ucf.edu">access.ucf.edu</a>.

