

TALENT DEVELOPMENT TRAINING CALENDAR 2025

REGISTER FOR COURSES VIA WORKDAY

JANUARY

All sessions are virtual unless otherwise noted below

15

[Performance Management 1.0](#) **\$**

9:00 AM - 10:30 AM

22

[Performance Appraisal \(Supervisor\)](#) **\$ P**

9:00 AM - 10:30 AM

29

[Performance Management Goal Setting](#)

9:00 AM - 10:30 AM

FEBRUARY

All sessions are virtual unless otherwise noted below

19

[Performance Management Goalsetting](#)

1:00 PM - 2:30 PM

24

[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

[Strengths Training \(Supervisor\)](#) **\$ 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.

MARCH

All sessions are virtual unless otherwise noted below

13

[Giving & Receiving Feedback](#)

2:00 PM - 4:00 PM

26

[Coaching with the GROW Model](#)

10:00 AM - 11:30 AM

27

[Emotional Intelligence Individual/Team Insights \(Core Competency\)](#)

1:30 AM - 3:30 PM

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.

[Train the Trainer: A Primer](#)

This on-demand course is designed to equip trainers whether you're new to training or looking to enhance your existing skills. This course will provide you with the tools to develop learning experiences.

\$ fee applies

P pre-requisite applies

S for supervisors

REGISTER FOR TRAINING VIA WORKDAY

To register or get more course information (i.e. 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:
 - 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.”



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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 access.ucf.edu.