TALENT DEVELOPMENT TRAINING CALENDAR 2026

REGISTER FOR COURSES VIA WORKDAY

Spring Semester

JANUARY

All sessions are virtual unless otherwise noted below

20
[Giving & Receiving Feedback](#)
1:30 PM - 3:00 PM Ⓢ

21
[Supercharge Your Day Job w/ Artificial Intelligence](#)
11:00 AM - 12:00 PM

22
[Performance Appraisal: Supervisors](#)
10:00 AM - 11:30 AM Ⓢ

22
[Performance Management: Goal Setting](#)
1:00 PM - 2:30 PM Ⓢ

26
[Performance Management 1.0](#)
2:00 PM - 3:30 PM Ⓢ
This workshop is being held in person at Digital Learning Center, 12351 Research Pkwy, Room 136.

28
[Setting Directions as Leaders](#)
10:00 AM - 12:00 PM Ⓢ

29
[Essential Conversations for Performance Success](#)
1:00 PM - 2:30 PM Ⓢ

FEBRUARY

All sessions are virtual unless otherwise noted below

3
[Unlocking Potential: SMART Goals](#)
10:00 AM - 11:30 AM

4
[Performance Appraisal: Supervisors](#)
10:00 AM - 11:30 AM Ⓢ

5
[Emotional Intelligence for Individual/Team Insights](#)
1:00 PM - 2:30 PM

9
[Fostering a Civil Workplace](#)
10:00 AM - 11:30 AM Ⓢ
his workshop is being held in person at Digital Learning Center, 12351 Research Pkwy, Room 136.

11
[Psychological Safety at Work](#)
10:00 AM - 11:30 AM Ⓢ

12
[Emotional Intelligence for Leaders](#)
10:00 AM - 11:30 AM Ⓢ

Ⓢ fee applies   Ⓟ prerequisite applies   Ⓢ for supervisors

FEBRUARY (CONTINUED)

All sessions are virtual unless otherwise noted below

12
Coaching with the GROW Model
1:00 PM - 2:30 PM Ⓢ

17
Requesting Feedback for Professional Growth
1:30 PM - 3:00 PM

18
Career Visioning: Designing Your Development
10:00 AM - 11:30 AM
This workshop is being held in person at Digital Learning Center, 12351 Research Pkwy, Room 136.

18
Supercharge Your Day Job with Artificial Intelligence
2:00 PM - 3:00 PM

19
Essential Conversation for Performance Success
1:00 PM - 2:30 PM Ⓢ

24
Holistic and Strategic Thinking
10:00 AM - 12:00 PM

25
Introduction to Design Thinking
10:00 AM - 12:00 PM

26
Individual Development Planning (IDP): A Roadmap for Career Growth
1:00 PM - 2:30 PM

MARCH

All sessions are virtual unless otherwise noted below

3
Introduction to Coaching - Part 2
10:00 AM - 11:30 PM Ⓢ⬤

5
Coaching with the GROW Model
1:00 PM - 2:30 PM Ⓢ

10
Emotional Intelligence for Teams
10:00 AM - 11:30 AM

10
Supercharge Your Day Job with Artificial Intelligence
2:00 PM - 3:00 PM

11
Principles of Communication for Leaders
10:00 AM - 12:00 PM Ⓢ

11
Growth Mindset
1:30 PM - 3:00 PM

12
Change Management Fundamentals
2:00 PM - 4:00 PM

24
Introduction to Team Development
10:00 AM - 11:30 AM Ⓢ

25
Introduction to Coaching - Part 1
10:00 AM - 11:30 AM Ⓢ

25
Introduction to Supervisors - Part 2: Compliance, Conflict Resolution, and Emotional Intelligence
2:00 PM - 3:30 PM Ⓢ Ⓟ

26
Essential Conversations for Performance Success
1:00 PM - 2:30 PM Ⓢ

Ⓢ fee applies   Ⓟ prerequisite applies   Ⓢ for supervisors

SELF-PACED

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

UCF Performance Management Toolkit Ⓢ
This toolkit is designed to equip managers and team leaders with the skills and tool necessary to effectively evaluate, manage, and enhance employee performance.

UCF Employee Development Toolkit
This on-demand toolkit is designed to enhance skills, boosts productivity, and fosters continuous learning at UCF. It aims to align individual career aspirations with organizational goals, fostering a culture of learning and development based on self-directed learning, career development, emotional intelligence, and well-being.

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."

UCF Continuing Education
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