

TALENT DEVELOPMENT TRAINING CALENDAR 2025

REGISTER FOR COURSES VIA WORKDAY

Fall Semester

AUGUST

All sessions are virtual unless otherwise noted below

27

[Mid-Year Check-In: Elevating Performance through Meaningful Conversations](#)
10:00 AM - 11:30 AM

27

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

SEPTEMBER

All sessions are virtual unless otherwise noted below

2

[Individual Development Planning \(IDP\): A Roadmap for Career Growth](#)
10:00 AM - 11:30 AM

3

[Learning Lab - Onboarding](#)
10:00 AM - 11:00 AM

4

[Supercharge Your Day with AI](#)
1:30 PM - 2:30 PM


11

[GROWTH Mindset](#)
1:30 PM - 3:00 PM

12




[Learning Lab - Coaching](#)
11:00 AM - 12:00 PM

15

[Strengths Training \(Employee Focus\)](#) 
8:00 AM - 12:00 PM

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

15

[Strengths Training for Supervisors](#)
  
1:00 PM - 5:00 PM

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


16

[Change Management Fundamentals](#)
2:00 PM - 4:00 PM

17

[EAP: Strategies to Manage Stress and Uncertainty](#)
11:00 AM - 12:00 PM


24


[Principles of Communication for Leaders](#) 
2:00 PM - 4:00 PM


25

[Requesting Feedback for Professional Growth](#)
1:30 PM - 3:00 PM

30

[Introduction to Supervisors - Part I: Leadership, Communication, and Performance Management](#)
2:00 PM - 3:30 PM 

 fee applies

 pre-requisite applies

 for supervisors

OCTOBER

All sessions are virtual unless otherwise noted below

2

[Introduction to Coaching](#)

10:00 AM - 11:30 AM

7

[Career Visioning: Designing Your Development](#)

11:00 AM - 12:30 PM

8

[EAP: Managing Time and Setting Boundaries](#)

11:00 AM - 12:00 PM



9

[Supercharge Your Day with AI](#)

2:00 PM - 3:00 PM

14

[Strengths Training \(Teams Focus\)](#)

9:00 AM - 11:30 AM  

This workshop is being held in person at University Tower, 12201 Research Parkway, Room 203. **Please complete and submit an Inter-Departmental Transfer form to cover fee by date indicated on form.** The IDT form may be found in Lesson 1 of the course in Workday.


15

[Performance Management: Goal Setting](#)

10:00 AM - 11:30 AM

16

[Introduction to Design Thinking](#)

10:00 AM - 12:00 PM 


21

[Emotional Intelligence for Individual/Team Insights](#)

1:30 PM - 3:00 PM

22

[Emotional Intelligence for Leaders](#)

10:00 AM - 11:30 AM 



24

[Learning Lab - Planning for Performance Appraisal](#)

11:00 AM - 12:00 PM

29


[Strengths Training \(Teams Focus\)](#)

1:00 PM - 3:30 PM  

This workshop is being held in person at University Tower, 12201 Research Parkway, Room 203. **Please complete and submit an Inter-Departmental Transfer form to cover fee by date indicated on form.** The IDT form may be found in Lesson 1 of the course in Workday.

30

[Performance Management 1.0](#)


1:30 PM - 3:00 PM 

NOVEMBER

All sessions are virtual unless otherwise noted below

4

[Psychological Safety in the Workplace](#)

10:00 AM - 11:30 PM 

5

[EAP: Avoiding Burnout](#)

11:00 AM - 12:00 PM

5

[Coaching with the GROW Model](#)

1:00 PM - 2:30 PM


6

[Supercharge Your Day with AI](#)

11:00 AM - 12:00 PM

12


[Train the Trainer](#)

9:00 AM - 12:00 PM 

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

17

[Ethical Leadership](#)

10:00 AM - 12:00 PM 

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

NOVEMBER (CONTINUED)

All sessions are virtual unless otherwise noted below


13

[Giving & Receiving Feedback](#)

10:00 AM - 11:30 AM


19

[Performance Appraisal: Supervisors](#)

10:00 AM - 11:30 AM 

19

[Strategic/Holistic Systems Thinking](#)

2:00 PM - 4:00 PM 

20

[Performance Management:](#)

[Goalsetting](#)


1:30 PM - 3:00 PM

DECEMBER

All sessions are virtual unless otherwise noted below

3

[Performance Appraisal: Supervisors](#)

10:00 AM - 11:30 AM 

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."



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/

