

Course Title	Description
7 Best Practices for Working from Home	Review these 7 helpful tips to create a better environment and state of mind for working from home.
Addressing Discrimination and Sexual Misconduct on Campus	Training about University of Utah nondiscrimination and sexual misconduct policies. Includes information about the rights and responsibilities for employees and students.
Be the Coach Your Team Needs	Gain the confidence to coach your employees for success as we discuss a proven model for coaching conversations.
Belonging	In this 7 minute course you will learn some of the benefits of creating a workplace of belonging for every employee.
Benefits Preview	Get familiar with the many benefits offered by the University of Utah before you enroll.
Building Trust for Stronger Relationships	Participants will learn how to manage different types of relationships that may be present in the workplace. This is part of the Management Essentials Certification Program.
Building Trust in a Virtual Work Environment	Working in a virtual work environment can have its challenges. Gaining the trust of your manager and other teammates is an important hurdle to overcome. Review some of the easy ways you can start building trust and be that much closer to working successfully in a virtual work environment.
Business Writing Made Simple	<p>We all want to come across as more competent in our writing. More importantly, we all want to be effective in the workplace, and improving our writing skills is one of the key ways to do that.</p> <p>In this course, you'll learn four simple rules for better business writing and practice various ways to improve sentence structure and clarity.</p>
Collaboration in the Workplace	Participants will understand the importance of collaboration in a professional setting, identify characteristics of successful collaborations, and learn skills to enhance collaborative relationship within and across departments. This is part of the Foundational Skills Certificate Program
Communication that Influences	This training will help you better understand how influence works and how your communication impacts your ability to influence others.
Conducting Performance Reviews	<p>Participants will learn how to prepare for and deliver annual performance reviews.</p> <p>Participants will also learn the importance of having regular coaching conversations throughout the evaluation period.</p>
Creating a Culture of Engagement	This workshop is designed to help managers understand how to create an environment where employees are proactive directed and committed to the team, as well as to their own job responsibilities. This is part of the Management Essentials Certification Program.

Creating a Successful Career- Choosing Your Path	Learn how to look at your skills, abilities, and interests to select a career that is right for you!
Defensive Driver Course Instruction	In this course you learn how to complete the Utah State public defensive driving course.
Delegation - How to let it go!	In this training we will learn the tools of how to let it go and delegate. We will look at the strategic role delegation plays when managing a team. Your time is valuable how can you leverage it? Come and learn.
Directors as Leaders	This is the foundation workshop for the Director program. This workshop will provide participants with a self-reflection opportunity focused on the question "What kind of director am I?" The workshop will also introduce participants to leadership concepts and their application in a variety of employment settings. This is part of the Director Essentials Certificate Program.
Discussing Gaps in Employee Performance	In this training, you will learn about why performance gaps occur, examine a model for a performance gap discussion, review best practices for delivering a performance review, and practice having a performance gap conversation.
D-Jobs Training	Payroll Reporters for each department can learn the Department Job Summary tool known as "D-Jobs". Topics covered include accessing the history of changes to job information, and viewing, editing, or adding distribution information.
DMU (Department Mass Update)	This is the Department Mass Update done every fiscal year.
Documentation for Managers	Participants will learn best practices for documenting coaching and disciplinary conversations with their employees. This is a panel discussion with representatives from central HR addressing problem areas and concerns that a supervisor may run across as implementing performance management.
Effective and Inclusive Communication	Participants will learn about effective communication techniques and how to be more inclusive through our actions and the way we speak.
Effective Problem Solving	There are many challenges to effective problem solving. Learn how to approach and define the problem as we dig deeper into the problem solving model.
el-9 Training	I-9 Form training for payroll reporters and hiring managers in Campus and U of U Health Sciences departments.
Employee Accountability and Performance Management	Participants will learn how to create a performance management process that offers regular, consistent feedback; is based on fair and clear metrics. Participants will also learn the role of feedback and coaching. Part of the Management Essentials Certificate Program.

Employee Engagement for Directors	This workshop is designed to help directors understand how to facilitate an environment where employees are proactive, productive and committed to the delivery of individual and team outcomes. Facilitating accountability based work environments can require that the director actively engage in skilled communication, personal accountability and follow through and this workshop will focus on the behaviors that make up engaged work environments. This is part of the Director Essentials Certificate Program.
ePaf Training	Electronic Personnel Action Form (ePAF) training for payroll reporters and hiring managers in Campus and U of U Health Sciences departments.
Facilitating a Discussion - Group Meetings	Learners will learn the difference between conducting and facilitating. The qualities of a good facilitator as well as how to facilitate a meeting. We will talk about the advantages and disadvantages between In-Person and Virtual meetings. How to ensure Psychological Safety and the power of questions. Come and learn what it takes to be a great facilitator.
Firearms at the University of Utah	The University of Utah campus procedures for faculty, staff and students who may observe or hear about firearms on campus.
Fundamentals of Feedback	Learn how to approach co-workers and peers when things are frustrating and how to engage in a way that leads to effective resolution of communication problems. This is part of the Management Essentials Certification Program.
Generational Awareness	This course explains key differences among the generations present in today's workforce, and gives you tips on intergenerational communication. Whether you're a Traditionalist, Baby Boomer, Gen Xer, or Millennial, a little understanding goes a long way.
Hazard Communications Introduction	This course provides general information for hazard communications.
Hiring 101: Chairing Search Committees	In this training you will learn about the responsibilities of the search committee and the chairing responsibilities.
Hiring 101: Creating Job Postings	In this training you will learning about the importance of job posting regarding reviewing, customizing, posting job advertisements and the efforts achieved by a well crafted job posting
Hiring 101: Gender Issues in Employment	In this training you will learn about gender issues in employment.
Hiring 101: Reviewing Resumes and Applications	In this training you will learn about resumes and applications to determine which candidates will be selected for interviews, the importance of using the consistent criteria, how to sort candidates into three tiers, and a reminder about applicant flags.
Hiring 101: Staff Search Committees	In this training you will learn the importance of search committees and their guidelines. Such as the size, different perspectives, who will chair the committee and their responsibilities, how to create a positive recruitment, and the role of the committee members.

Hiring 101: Understanding Bias	In this training you will learn that everyone has biases and recognizing it is important, creating a hiring process that minimize bias and lastly the importance of enhancing the workplace.
Hiring the Best	Participants will learn how to hire quality applicants into University positions. Topics include writing appropriate job descriptions, advertising techniques, interviewing skills, and reference checking. This is part of the Management Essentials Certification Program.
Hiring the Best for Directors	Participants will learn tips and strategies for finding and hiring the best candidates. The workshop will include an overview of the key steps in the hiring process - writing appropriate job descriptions, advertising techniques, interview skills, and reference checking - which can be leveraged to best effect. This is part of the Director Essentials Certificate Program.
Holding Effective Meetings	Learn some quick tips and techniques for planning and holding effective meetings.
How to be a Daring Leader	Join us for a discussion about the book, Dare to Lead by Brene Brown. No reading required!
How to Enroll in the Management Essentials Certificate	Watch a short 1 minute video to see how the certificate program works. The course will answer frequently asked questions and provide a link to enroll in the Management Essentials Certificate program. There is an enrollment fee for this certificate.
How to have an Outward Mindset	Join us for a discussion about the book, The Outward Mindset by The Arbinger Institute. No reading required!
How to Hire the Ideal Team Player	In Patrick Lencioni's book, the Ideal Team Player he talks about how to recognize and cultivate the three essentials virtues. In this training, we will discuss the three essential virtues and how to apply this knowledge to your current and future teams thus creating the ideal team player.
HRIL Training Report	Learn how to pull a Training Report using the Human Resource Information Library (HRIL).
Information Security Awareness	Become familiar with the University's information security policies and how you can safely utilize the University's resources and data.
Keeping Your Virtual Team Productive	As a manager, it's common to be concerned about the productivity of your telecommuting employees. But you can enable a productive team by following a simple formula of setting expectations, communicating often through virtual methods, assessing and addressing any issues promptly with the employee, and empowering and trusting them to get the work done.

Leading and Managing Change for Directors	In this workshop we discuss the concept of change and change management strategies. We will explore the role of directors in implementing and embedding change in their units. The workshop will also provide an opportunity to consider how we think about and adapt to change and how we might manage its implementation as effectively as we can. This is part of the Director Essentials Certificate Program.
Level Up Your Leadership	Level Up Your Leadership is a virtual live workshop to help you take your leadership skills to the next level. We will focus on six key areas such as creating a vision, understanding your emotional intelligence, improving your communication and how to upgrade your personal motivation. Regardless of where you are at today, this course will help you get to the next level.
Managing a Virtual Workforce	Essential tips in leading a productive team in a virtual environment.
Managing Employee Leaves of Absence	In this course you will learn about FMLA, Parental Leave, Medical Leave/ADA accommodations, Non-health-related leave, and Military leave.
Managing Projects	Participants will practice managing projects using traditional management techniques. Participants will learn how and when to use a number of tools to make the planning and day-to-day operation of projects easier. Budgeting, identifying project needs, and scheduling will be addressed. This is part of the Foundational Skills Certificate Program
Onboarding New Employees	In this training you will learn the importance of on-boarding which will help create an inclusive environment.
Performance Management for Directors	Participants will learn how to create a performance management system that offers regular, consistent feedback; is based on fair and clear metrics; and lets employees know that they are valued. Participants will learn respectful and candid ways of letting employees know when improvement is necessary. Participants will also understand their respective roles within the performance management process, whether as a director or as staff member. This is part of the Director Essentials Certification Program.
Personal Accountability	In this training you will have the opportunity to dive a little deeper into accountability this will include the Who, What, Why, When, and How of personal accountability.
Presentation Skills	Participants will learn methods for developing a presentation, strategies for dealing with the anxiety of public speaking, and multimedia considerations in delivering a presentation. This is part of the Foundational Skills Certificate Program
Problem Solving and Decision Making	There are many challenges to effective problem solving and decision making. Learn which questions to ask and what factors you should consider when facing a difficult problem or decision.

Process Improvement	We are surrounded by processes every day. In this course you will learn how to develop those process.
Professionalism	Learn what professionalism is, why it is important and how you can improve it.
Resume Revamp in Three Focused Areas	If you're looking to revamp your current resume, or write a new one, this course will help you to approach it from three different areas: the big picture, the content, and the format.
Running a Department or Team	Learn about resources, process, and tips that help with managing the day to day operations of departments and teams.
Safety in the Workplace	Learn an overview of all occupational safety policies and procedures for the University of Utah.
Service Excellence	Participants will learn techniques to engage with external and internal customers to increase overall satisfaction with interactions. This is part of the Foundational Skills Certificate Program
Service Tools for Challenging Scenarios	Explore 4 different customer scenarios and practice responding to each situation. Leave with some key service tips and best practices to improve your customer service.
Setting and Achieving Effective Goals	We all know goals are important to set, but what's the best way to write them and actually get the results you're after? A few tried-and-true tips will help you to get started, follow-through on your plan, and have the best chance of completing what you set out to do.
Supervisor Success	The workshop is designed especially for new supervisors/managers to help learn new skills and overcome problems that they will encounter as a workplace leader. Developing the appropriate skills in listening, asking questions, resolving conflict are pertinent to the overall success of a manager as well as time management and techniques for overall effectiveness.
Sustainability at the U	Learn about the sustainability efforts at the University of Utah.
Team Building Best Practices and Activities	In this training, you will learn the importance of team building in a virtual or in-person environment. We will talk about the results of team building and look at implementations activities for both virtual and in-person settings.
The Corrective Action Process	Managers will learn the steps of the corrective action process as well as key highlights from the University's corrective action policy. In scenario-based interactions, practice evaluating and taking action when you observe employee behavior or performance concerns.
The Key to Thriving Teams	This quick-learn course explores an essential factor that all teams need in order to thrive, as well as provides you with three examples of how it can be achieved.
Time Management and Organization	Explore specific time management strategies to better organize and make use of valuable time. These include prioritizing, scheduling techniques, distraction avoidance, and clutter clean up. Part of the Foundational Skills Certificate Program.

Time Management and Personal Productivity	Explore specific time management strategies to better organize and make use of valuable time. These include prioritizing, scheduling techniques, distraction avoidance, and clutter clean up.
UUPM Employee Tutorial	Employee video tutorial on how to create an annual performance plan in the UUPM system.
UUPM Manager Tutorial	Managers will learn how to utilize the UUPM system to review employee performance plans and evaluate their employees overall performance over the year.
Welcome to the University of Utah	Welcome to the University of Utah! This is the first module in your New Employee Orientation.
Your Role as a Manager	Participants will learn a high-level overview of managing people, processes, and resources. This is part of the Management Essentials Certificate Program. To enroll in Management Essentials Certificate Program check out this training: How to Enroll in the Management Essentials Certificate (https://utah.bridgeapp.com/learner/courses/66beb8eb/enroll).