

Course ID	Course Type	Course Title	Course Description
University Human Resource Management (UHRM)			
5979	On-Demand eCourse	2024 Fair Labor Standards Act (FLSA) Compliance for Employees (UHRM)	This training outlines the changes in the Fair Labor Standards Act (FLSA) for hourly employees, overtime, and vacation. Employees that are effected by this update will understand what is needed for this change. Reach out to askhr@utah.edu with questions.
5980	On-Demand eCourse	2024 Fair Labor Standards Act (FLSA) Compliance for Supervisors (UHRM)	This training provides information on how the Fair Labor Standards Act (FLSA) affects employees, overtime, and vacation time. Supervisors who have employees that are effected by this update will understand what is needed for this change. Reach out to askhr@utah.edu with questions.
1819	On-Demand eCourse	7 Best Practices for Working from Home (UHRM)	Review these 7 helpful tips to create a better environment and state of mind for working from home. Contact training@utah.edu with any questions.
2089	Live Training	Are You Asking the Right Questions? (UHRM)	Few leaders have been trained to ask great questions. This training will cover five types of questions that you can leverage to propel your team forward and make better decisions. This training is an elective for the Management Essentials Certificate. Reach out to training@utah.edu with questions.
611	Live Training	Be the Coach Your Team Needs (UHRM)	Gain the confidence to coach your employees for success as we discuss a proven model for coaching conversations. Contact training@utah.edu with any questions.
4297	On-Demand eCourse	Belonging (UHRM)	In this 7 minute course you will learn some of the benefits of creating a workplace of belonging for employees. Contact training@utah.edu with any questions.
351	On-Demand eCourse	Benefits Preview (UHRM)	This course will cover how to navigate the enrollment process, how to enroll using UBenefits, important dates and deadlines for benefits enrollment, and what is included in automatic and optional enrollments. Contact AskHR@utah.edu with any benefits questions.
578	Live Training	Building Trust for Stronger Relationships (UHRM)	Participants will learn actionable steps to build and rebuild trust, as well as mistakes that new managers frequently make. This is part of the Management Essentials Certification 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). Please reach out to training@utah.edu with any questions.
2426	On-Demand eCourse	Building Trust in a Virtual Work Environment (UHRM)	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. Reach out to training@utah.edu with any questions.

2870	On-Demand eCourse	Business Writing Made Simple (UHRM)	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. In this course, you'll learn four simple rules for better business writing and practice various ways to improve sentence structure and clarity. Reach out to training@utah.edu with any questions.
144	Live Training	Collaboration in the Workplace (UHRM)	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 Workplace Essentials Certificate. Contact training@utah.edu with questions.
837	Live Training	Communication that Influences (UHRM)	This training will help you better understand how influence works and how your communication impacts your ability to influence others. This is part of the Workplace Essentials Certificate. Contact training@utah.edu with any questions.
515	Live Training	Conducting Performance Reviews (UHRM)	Participants will learn how to prepare for and deliver annual performance reviews. Participants will also learn the importance of having regular coaching conversations throughout the evaluation period. Contact Training@utah.edu with any questions.
2333	On-Demand eCourse	Corrective Action Process (UHRM)	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. Contact askhr@utah.edu with any questions.
587	Live Training	Creating a Culture of Engagement (UHRM)	This workshop is designed to help managers understand the different aspects of employee engagement, such as connection, professional growth, job satisfaction, appreciation & recognition, and employee wellbeing. Managers will also learn how to grow each of those areas. This is part of the Management Essentials Certification 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). Please reach out to training@utah.edu with any questions.
419	On-Demand eCourse	Creating a Successful Career - Choosing Your Path (UHRM)	Learn how to look at your skills, abilities, and interests to select a career that is right for you! Reach out to training@utah.edu with any questions.
413	On-Demand eCourse	Creating A Successful Career (UHRM)	Take the time to view your career path from a high-level perspective. Evaluate your skills, values, and the general direction you want to pursue in building your career. Contact training@utah.edu with any questions.
2090	Live Training	Curiosity Conversations (UHRM)	Participants will learn how to find people to learn from, how to reach out to those people, and how to craft effective questions. Participants will also learn how Curiosity Conversations can impact your career path. This is an elective for the Workplace Essentials Certificate. Reach out to training@utah.edu with questions.

515	On-Demand eCourse	Defensive Driver Course Instructions (UHRM)	In this course you will learn how to complete the Utah State public defensive driving course. The Defensive Driver Training course is provided and maintained by the Utah Division of Risk Management. Contact, learningportal@utah.gov with any questions or concerns regarding the training.
1251	Live Training	Delegation - How to let it go! (UHRM)	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? Contact training@utah.edu with any questions.
609	Live Training	Discussing Gaps in Employee Performance (UHRM)	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. Contact training@utah.edu with any questions.
476	On-Demand eCourse	D-Jobs Training (UHRM)	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. Contact askhr@utah.edu with any questions.
626	On-Demand eCourse	DMU (Department Mass Update) (UHRM)	Learn the Department Mass Update (DMU) overview and process flow, how to complete the DMU, form routing and approvals, and how to view the DMU form status. Visit the DMU website here: https://www.hr.utah.edu/serviceTeams/FY.php . This is the Department Mass Update done every fiscal year. Reach out to askhr@utah.edu with questions.
516	Live Training	Documentation for Managers - UHRM	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. Contact training@utah.edu with any questions.
589	Live Training	Effective and Inclusive Communication	Participants will learn about effective communication techniques and how to be more engaging through our actions and the way we speak. 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). Contact training@utah.edu with any questions.
1082	Live Training	Effective Problem Solving (UHRM)	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. Elective for the Workplace Essentials Certificate. For questions contact training@utah.edu .

588	Live Training	Employee Accountability and Performance Management (UHRM)	Participants will work through the accountability process of examining your expectations, setting expectations, modeling for your team, demonstrating your own accountability, measurements & standards, recognition, addressing gaps, and goal setting. 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). Contact training@utah.edu with any questions.
1658	On-Demand eCourse	Employee Assistance Program (UHRM)	Learn about the University's Employee Assistance Program (EAP) benefit that all University employees and their families may use. Contact AskHR@utah.edu with any questions.
1850	On-Demand eCourse	ePAF Training (UHRM)	This training addresses Electronic Personnel Action Form (ePAF) basics, different ePAF types, how to resubmit, change, and withdraw and ePAF, and how to view an eForm. This training is for payroll reporters and hiring managers in Campus and U of U Health Sciences departments. Contact askhr@utah.edu with any questions.
1252	Live Training	Facilitating a Discussion - Group Meetings (UHRM)	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. This is part of the Workplace Essentials Certificate. For questions contact training@utah.edu .
145	Live Training	Fundamentals of Feedback (UHRM)	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 Workplace Essentials Certification Program. Contact training@utah.edu with any questions.
714	On-Demand eCourse	Generational Awareness (UHRM)	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. Reach out to training@utah.edu with any questions.
590	Live Training	Hiring the Best (UHRM)	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. 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). Please reach out to training@utah.edu with any questions.
1429	On-Demand eCourse	Holding Effective Meetings (UHRM)	Learn some quick tips and techniques for planning and holding effective meetings. Reach out to training@utah.edu with any questions.

1452	Live Training	How to Apply the 7 Habits - UHRM	<p>Join us for a discussion about the book, The 7 Habits of Highly Effective People by Stephen R. Covey. No reading required! Comfy chair and delicious beverage encouraged.</p> <p>Book Blurb: One of the most inspiring and impactful books ever written, The 7 Habits have become famous and are integrated into everyday thinking by millions and millions of people. Why? Because they work!</p> <p>They include:</p> <p>Habit 1: Be Proactive</p> <p>Habit 2: Begin with the End in Mind</p> <p>Habit 3: Put First Things First</p> <p>Habit 4: Think Win/Win</p> <p>Habit 5: Seek First to Understand, Then to Be Understood</p> <p>Habit 6: Synergize</p> <p>Habit 7: Sharpen the Saw</p> <p>This beloved classic presents a principle-centered approach for solving both personal and professional problems. With penetrating insights and practical anecdotes, Stephen R. Covey reveals a step-by-step pathway for living with fairness, integrity, honesty, and human dignity - principles that give us the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates. Contact training@utah.edu with questions.</p>
1286	Live Training	How to be a Daring Leader - UHRM	<p>Join us for a discussion about the book, Dare to Lead by Brene Brown. No reading required! Comfy chair and delicious beverage encouraged.</p> <p>Book Blurb: How do you cultivate braver, more daring leaders, and how do you embed the value of courage in your culture? In Dare to Lead, Brown uses research, stories, and examples to answer these questions. Leadership is not about titles, status, and wielding power. A leader is anyone who takes responsibility for recognizing the potential in people and ideas, and has the courage to develop that potential. When we dare to lead, we don't pretend to have the right answers; we stay curious and ask the right questions. We don't see power as finite and hoard it; we know that power becomes infinite when we share it with others. We don't avoid difficult conversations and situations; we lean into vulnerability when it's necessary to do good work. Contact training@utah.edu with questions.</p>

2022	Live Training	How to Become a Supercommunicator UHRM	<p>Join us for a discussion about the book, Supercommunicators by Charles Duhigg. No reading required! Comfy chair and delicious beverage encouraged.</p> <p>Book Blurb: Communication is a superpower and the best communicators understand that whenever we speak, we're actually participating in one of three conversations: practical (What's this really about?), emotional (How do we feel?), and social (Who are we?). If you don't know what kind of conversation you're having, you're unlikely to connect.</p> <p>Supercommunicators know the importance of recognizing and then matching each kind of conversation, and how to hear the complex emotions, subtle negotiations, and deeply held beliefs that color so much of what we say and how we listen. In this book, you will learn why some people are able to make themselves heard, and to hear others, so clearly. Contact training@utah.edu with questions.</p>
2020	Live Training	How to Conquer Work Challenges with Lessons Learned from Space - UHRM	<p>Join us for a discussion about the book, An Astronaut's Guide to Life on Earth by Chris Hadfield. No reading required! Comfy chair and delicious beverage encouraged.</p> <p>Book Blurb: In An Astronaut's Guide to Life on Earth, Col. Hadfield takes readers deep into his years of training and space exploration to show how to make the impossible possible. Through eye-opening, entertaining stories filled with the adrenaline of launch, the mesmerizing wonder of spacewalks, and the measured, calm responses mandated by crises, he explains how conventional wisdom can get in the way of achievement and happiness. You might never be able to build a robot, pilot a spacecraft, make a music video or perform basic surgery in zero gravity like Col. Hadfield. But his vivid and refreshing insights will teach you how to think like an astronaut, and will change, completely, the way you view life on Earth especially your own. Contact training@utah.edu with questions.</p>
2021	Live Training	How to Develop Atomic Habits - UHRM	<p>Join us for a discussion about the book, Atomic Habits by James Clear. No reading required! Comfy chair and delicious beverage encouraged.</p> <p>Book Blurb: No matter your goals, Atomic Habits offers a proven framework for improving--every day. James Clear, one of the world's leading experts on habit formation, reveals practical strategies that will teach you exactly how to form good habits, break bad ones, and master the tiny behaviors that lead to remarkable results. Learn how to:</p> <ul style="list-style-type: none"> make time for new habits (even when life gets crazy); overcome a lack of motivation and willpower; design your environment to make success easier; get back on track when you fall off course;...and much more. <p>Atomic Habits will reshape the way you think about progress and success, and give you the tools and strategies you need to transform your habits--whether you are a team looking to win a championship, an organization hoping to redefine an industry, or simply an individual who wishes to quit smoking, lose weight, reduce stress, or achieve any other goal. Contact training@utah.edu with questions.</p>

2019	Live Training	How to Discover Hidden Potential - UHRM	<p>Join us for a discussion about the book, Hidden Potential by Adam Grant. No reading required! Comfy chair and delicious beverage encouraged.</p> <p>Book Blurb: Hidden Potential offers a new framework for raising aspirations and exceeding expectations. Adam Grant weaves together groundbreaking evidence, surprising insights, and vivid storytelling that takes us from the classroom to the boardroom, the playground to the Olympics, and underground to outer space. He shows that progress depends less on how hard you work than how well you learn. Growth is not about the genius you possess it's about the character you develop. Grant explores how to build the character skills and motivational structures to realize our own potential, and how to design systems that create opportunities for those who have been underrated and overlooked. Contact training@utah.edu with questions.</p>
3604	On-Demand eCourse	How to Enroll in the Management Essentials Certificate (UHRM)	<p>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. Contact training@utah.edu with any questions.</p>
2023	Live Training	How to find the Magic of Tidying up at Work - UHRM	<p>Join us for a discussion about the book, The Life-Changing Magic of Tidying Up by Marie Kondo. No reading required! Comfy chair and delicious beverage encouraged.</p> <p>Book Blurb: Japanese cleaning consultant Marie Kondo takes tidying to a whole new level, promising that if you properly simplify and organize your home once, you'll never have to do it again. With detailed guidance for determining which items in your house spark joy (and which don't), this international bestseller will help you clear your clutter and enjoy the unique magic of a tidy home -and the calm, motivated mindset it can inspire. Contact training@utah.edu with questions.</p>
1016	Live Training	How to have an Outward Mindset - UHRM	<p>Join us for a discussion about the book, The Outward Mindset by The Arbinger Institute. No reading required! Comfy chair and delicious beverage encouraged.</p> <p>Book Blurb: The Outward Mindset presents compelling true stories to illustrate the gaps that individuals and organizations typically experience between their actual inward mindsets and their needed outward mindsets. And it provides simple yet profound guidance and tools to help bridge this mindset gap. In the long run, changing negative behavior without changing one's mindset doesn't last -the old behaviors always reassert themselves. But changing the mindset that causes the behavior changes everything. Contact training@utah.edu with questions.</p>
843	Live Training	How to Hire the Ideal Team Player (UHRM)	<p>In Patrick Lencioni's book, the Ideal Team Player he talks about how to recognize and cultivate the three essential 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. Contact training@utah.edu with any questions.</p>

2017	Live Training	How to Navigate Self-Deception in Leadership - UHRM	Join us for a discussion about the book, Leadership and Self-Deception by The Arbinger Institute. No reading required! Comfy chair and delicious beverage encouraged. Book Blurb: Leadership and Self-Deception uses an entertaining story everyone can relate to about a man facing challenges at work and at home to expose the fascinating ways that we blind ourselves to our true motivations and unwittingly sabotage the effectiveness of our own efforts to achieve happiness and increase happiness. We trap ourselves in a box of endless self-justification. Most importantly, the book shows us the way out. Contact training@utah.edu with questions.
2018	Live Training	How to Understand the Dichotomy of Leadership - UHRM	Join us for a discussion about the book, The Dichotomy of Leadership by Jocko Willink & Leif Babin. No reading required! Comfy chair and delicious beverage encouraged. Book Blurb: Mastering the Dichotomy of Leadership requires understanding when to lead and when to follow; when to aggressively maneuver and when to pause and let things develop; when to detach and let the team run and when to dive into the details and micromanage. With examples from the authors' combat and training experiences in the SEAL teams, and then a demonstration of how each lesson applies to the business world, Willink and Babin clearly explain THE DICHOTOMY OF LEADERSHIP - skills that are mission-critical for any leader and any team to achieve their ultimate goal: VICTORY. Contact training@utah.edu with questions.
3162	On-Demand eCourse	HRIL Training Report (UHRM)	Learn how to pull a Training Report using the Human Resource Information Library (HRIL). Contact AskHR@utah.edu with any questions.
2018	On-Demand eCourse	I-9 Training (URHM)	In this training you will learn how to complete the I-9 Form. This training is for payroll reporters and hiring managers in Campus and U of U Health Sciences departments. Reach out to askhr@utah.edu with any questions.
1659	On-Demand eCourse	Introducing CRM (UHRM)	This is the first module in a training series for the HR Customer Relationship Management system. You'll learn the basics of what the system is used for, and be introduced to the homepage tiles. Contact askhr@utah.edu with any questions.
2640	On-Demand eCourse	Keeping Your Virtual Team Productive (UHRM)	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. Reach out to training@utah.edu with any questions.
306	On-Demand eCourse	Kronos: Hourly Employees, Timecard Edit (UHRM)	This course is for hourly employees who have timecard entry and edit access in Kronos. YOU'LL LEARN HOW TO: Access Kronos / Understand Payroll Policies / Create and Edit Timecard Punches / Add Pay Codes / Review and Approve Timecard Contact AskHR@utah.edu with any questions.

307	On-Demand eCourse	Kronos: Hourly Employees, Timeclock (UHRM)	This course is for hourly employees who use a time clock to punch in and out, and must view and approve their timecard. YOU'LL LEARN HOW TO: Access Kronos / Understand Payroll Policies / Review and Approve Timecard Contact AskHR@utah.edu with any questions.
308	On-Demand eCourse	Kronos: Hourly Employees, Timestamp (UHRM)	This course is for hourly employees who use the timestamp widget within Kronos to punch in and out, and must view and approve their timecard. YOU'LL LEARN HOW TO: Access Kronos / Understand Payroll Policies / Create Timestamp Punches / Review and Approve Timecard Contact AskHR@utah.edu with any questions.
521	On-Demand eCourse	Kronos: Multiple Job Employees (UHRM)	This course is for hourly employees who have more than one job on campus. Choose the sections that reflect the methods you use to record your time. YOU'LL LEARN HOW TO: Access Kronos / Select Appropriate Job Using a Timecard, Timestamp, or Timeclock Method/ Create and Edit Timecard Punches if Applicable / Review and Approve Timecard for All Methods Contact email: AskHR@utah.edu
298	On-Demand eCourse	Kronos: Payroll Reporter/Manager/Supervisor (UHRM)	This course is for anyone responsible for reviewing, editing, and approving employee timecards. Note: For access to the above stated abilities, you must submit a Kronos Supervisor Access Request form found here: https://www.hr.utah.edu/forms/index.php#payroll . YOU'LL LEARN HOW TO: Access Kronos / Navigate Relevant Sections / Perform Basic Timecard Functions / Approve Time-Off Requests / Move Overtime to Comp Time / Approve Timecards / Review Audits / Run Reports / Submit & Approve Manager Delegation Request Contact AskHR@utah.edu with any questions.
304	On-Demand eCourse	Kronos: Salaried Employees (UHRM)	This course is for any salaried employee responsible for reporting their time through Kronos (Faculty are excluded). YOU'LL LEARN HOW TO: Access Kronos / Understand Payroll Policies / View Accrual Balances and Projections Report / Edit Timecard for Holidays, PTO, etc. / Review and Approve Timecard Contact AskHR@utah.edu with any questions.

305	On-Demand eCourse	Kronos: Schedule Manager (UHRM)	This course is for anyone responsible for creating and managing employee schedules in Kronos. YOU'LL LEARN HOW TO: Access Kronos / Navigate Relevant Sections / Open a Schedule / Schedule a Shift and Pay Code / Schedule a Shift Pattern and Pay Code Pattern / Transfer a Shift / Add Shift Comments / Open and Approve Time-Off Requests / Print a Schedule / Review Audits For questions regarding this course reach out to University Human Resource Management at askhr@utah.edu
3209	On-Demand eCourse	Level Up Your Leadership (UHRM)	Level Up Your Leadership will 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. Reach out to training@utah.edu with any questions.
598	Live Training	Management Essentials Discussion Group (UHRM)	After completing the Management Essentials Certificate program, participants will attend a roundtable discussion to share about what they have learned and how they have applied that learning to their roles. Enroll in your desired session and we look forward to seeing you. ***Please make sure all other requirements are done prior to attending. Contact training@utah.edu with any questions.
1833	On-Demand eCourse	Managing A Virtual Workforce (UHRM)	Essential tips in leading a productive team in a virtual environment. Reach out to training@utah.edu with questions.
2335	On-Demand eCourse	Managing Employee Leaves of Absence (UHRM)	In this course you will learn about FMLA, Parental Leave, Medical Leave/ADA accommodations, Non-health-related leave, and Military leave. Reach out to askhr@utah.edu with any questions.
244	Live Training	Managing Projects (UHRM)	This course is designed to help anyone who is working on a project to be more successful. Everyone manages some kind of project at work. It could be as simple as how to manage your emails or more complicated like planning a work event. You will learn basic fundamentals of project management skills and techniques. This is not certified project management course but will give an overview of the basic concepts used by certified project managers. This is an elective for the Workplace Essentials Certificate. For questions contact training@utah.edu.
309	On-Demand eCourse	Motivation and Productivity (UHRM)	Do you have clear and measurable goals for yourself? Have you written them down? If not, you're not alone. In this course, you'll learn key techniques for setting goals, making plans to achieve those goals, and leading yourself to success. Contact training@utah.edu with any questions.
518	Live Training	Onboarding New Employees (UHRM)	In this training you will learn the differences between orientation and onboarding, the importance of onboarding to the employee experience, and how to plan your onboarding process. Contact training@utah.edu with any questions.

542	Live Training	Personal Accountability (UHRM)	In this training you will have the opportunity to dive a little deeper into accountability. This will include what it is, what it isn't, how to practice it, what happens when it goes too far, and how to celebrate the wins. This is part of the Workplace Essentials Certificate. For questions contact training@utah.edu .
95	Live Training	Presentation Skills (UHRM)	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 Workplace Essentials Certificate Program. Contact training@utah.edu with any questions.
465	On-Demand eCourse	Problem Solving and Decision Making (UHRM)	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. Reach out to training@utah.edu with any questions.
1519	Live Training	Process Improvement (UHRM)	We are surrounded by processes every day. In this course you will learn how to improve those processes. This is an elective for the Workplace Essentials Certificate. Reach out to training@utah.edu with questions.
3409	On-Demand eCourse	Professionalism (UHRM)	Learn what professionalism is, why it is important and how you can improve it. Contact training@utah.edu with any questions.
5950	On-Demand eCourse	Rebuilding Trust in Relationships (UHRM)	In this training you will learn about the importance of creating trust and how to rebuild it when it is broken. Contact training@utah.edu with questions.
2354	On-Demand eCourse	Respectful Culture at the University - Abusive Conduct (UHRM)	Annual compliance training on how to maintain a culture of respect and how to prevent and report abusive conduct. (Updated April 2022) Contact AskHR@utah.edu with questions regarding the content.
1906	On-Demand eCourse	Resume Revamp in Three Focused Areas (UHRM)	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. Reach out to training@utah.edu with any questions.
384	On-Demand eCourse	Running a Department or Team (UHRM)	Learn about resources, processes, and tips that help with managing the day to day operations of departments and teams. Reach out to training@utah.edu with any questions.
143	Live Training	Service Excellence (UHRM)	Participants will learn techniques to engage with external and internal customers to increase overall satisfaction with interactions. This is part of the Workplace Essentials Certificate Program. Contact training@utah.edu with questions.
1559	On-Demand eCourse	Service Tools for Challenging Scenarios (UHRM)	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. Reach out to training@utah.edu with any questions.
2760	On-Demand eCourse	Setting and Achieving Effective Goals (UHRM)	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. Reach out to training@utah.edu with questions.

331	Live Training	Supervisor Success (UHRM)	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. There is an enrollment fee for this course that must be paid by the department (no personal payments). Contact Training@utah.edu for more information.
554	On-Demand eCourse	Sustainability at the U (UHRM)	This course covers what sustainability is, what sustainability goals are for the University, what employees should know about sustainability on campus, and what resources are available for employees around sustainability. This course is only available within the first 90 days of hire. Contact UHRM at askhr@utah.edu with questions.
727	Live Training	Team Building Best Practices and Activities (UHRM)	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. Reach out to training@utah.edu with questions.
1437	On-Demand eCourse	The Key to Thriving Teams (UHRM)	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. Contact training@utah.edu with any questions.
726	Live Training	Time Management and Organization (UHRM)	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 Workplace Essentials Certificate. Contact training@utah.edu with any questions.
449	On-Demand eCourse	Time Management and Personal Productivity (UHRM)	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. Reach out to training@utah.edu with questions.
4334	On-Demand eCourse	UHRM Departmental Training Survey (UHRM)	Congratulations on completing your HR Training Program. This course contains a review quiz of the previous UHRM Departmental Trainings. It also contains a survey on what the online training experience was like. Contact training@utah.edu with questions.
1151	On-Demand eCourse	UUPM Employee Tutorial (UHRM)	In this video tutorial, employees will learn how to create an annual performance plan in the UUPM system. Contact askhr@utah.edu with any questions.
1148	On-Demand eCourse	UUPM Manager Tutorial (UHRM)	Managers will learn how to utilize the UUPM system to review employee performance plans and evaluate their employees overall performance over the year. Contact askhr@utah.edu with any questions.
334	On-Demand eCourse	Welcome to the University of Utah	Welcome to the University of Utah! This is the first module in your New Employee Orientation. It will cover an initial checklist for New Employee Orientation, discuss the U experience, cover some employee resources available to you, and discuss campus safety. Contact AskHR@utah.edu with any questions.

1796	On-Demand eCourse	Welcome to University of Utah Human Resource Management Team (UHRM)	We are excited to welcome you to the University of Utah Human Resource Management (UHRM) team. In this module, you'll learn about who we are and what we value, the services we deliver for the University, and some helpful resources to stay informed and connected to your teammates. Contact askhr@utah.edu with any questions.
577	Live Training	Your Role as a Manager (UHRM)	Participants will learn the differences between coaching, managing, and leading, behaviors such as delegation and feedback, the importance of being a role model, and creating a positive culture for your team. 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). Please reach out to training@utah.edu with any questions.
Advancement			
3687	On-Demand eCourse	2023 Unite Privacy and Security - Advancement	This course is required to gain and retain access to Unite. The course covers the importance of respecting and protecting information stored in Unite, including security measures that can be taken by users, and state and federal laws that are relevant to Unite data. Contact preston.lindhardt@admin.utah.edu with questions regarding this course.
5235	On-Demand eCourse	2024 Unite Privacy and Security - Advancement	This course is required annually for all users of the Advancement CRM, Unite. Learners will be able to explain the importance of respecting and protecting information stored in Unite, apply security measures to keep Unite information confidential, and recognize how HIPAA, GRAMA, and FERPA apply to advancement data. Contact preston.lindhardt@admin.utah.edu with questions about this course.
2665	On-Demand eCourse	Advancement at the U - Advancement	This course will provide an introduction to Advancement at the University of Utah. Contact preston.lindhardt@admin.utah.edu with questions about this course.
2813	On-Demand eCourse	Advancement Office - Advancement	Learners will be able to identify the various teams of the University Advancement office and each team's function in advancement work. Contact preston.lindhardt@admin.utah.edu with questions about this course.
2677	On-Demand eCourse	Advancement Resources - Advancement	Learners will be able to identify the resources provided by the University Advancement office, including the intranet, knowledge base, and Submittable forms. Contact preston.lindhardt@admin.utah.edu with questions about this course.
2653	On-Demand eCourse	Donor Interactions & Contact Reports - Advancement	Learners will be able to describe the policies and best practices for writing contact reports and apply knowledge of the Unite system to create and edit contact reports. Contact preston.lindhardt@admin.utah.edu with questions about this course.
3204	On-Demand eCourse	Legacy Giving Beneficiary Designation - Advancement	A recording of the FY2022 Legacy Giving Lunch-N-Learn. Learners will be able to describe the benefits of a beneficiary designation gift, distinguish between the different types of beneficiary designation gifts, and identify opportunities to include a beneficiary designation gift in donor conversations. Contact preston.lindhardt@admin.utah.edu with questions about this course.

2770	On-Demand eCourse	Legacy Giving Bequests - Advancement	A recording of the FY2021 Legacy Giving Lunch-N-Learn. Learners will be able to describe the benefits of a bequest, distinguish between a will and a trust and identify “cues and clues” in donor conversations that present an opportunity to solicit a bequest. Contact preston.lindhardt@admin.utah.edu with questions about this course.
4444	On-Demand eCourse	Legacy Giving Life Income Gifts - Advancement	A recording of the FY2023 Legacy Giving Lunch-N-Learn. Learners will be able to describe the benefits of a life income gift, recognize the common types of life income gifts, and differentiate between bequests, beneficiary designations, and life income gifts. Contact preston.lindhardt@admin.utah.edu with questions about this course.
556	Live Training	Legacy Giving Lunch-N-Learn - Advancement	*In-Person* Stewardship and Relationship Building - Learn the why and how of stewarding legacy gifts and building relationships with legacy giving donors. Contact preston.lindhardt@admin.utah.edu with questions about this training.
4360	On-Demand eCourse	Navigating Tableau Reports - Advancement	Learners will be able to recognize the various Tableau report layouts, use the key features of Tableau reports, manipulate Tableau reports using the common filters, and produce .csv files of the report data. Contact preston.lindhardt@admin.utah.edu with questions about this course.
4359	On-Demand eCourse	Navigating the Report Finder - Advancement	Learners will be able to locate the Report Finder in Unite, use the Report Finder filters to find needed reports, locate report descriptions in the Report Finder, and use the bookmark feature to curate a personal list of reports. Contact preston.lindhardt@admin.utah.edu with questions about this course.
3063	On-Demand eCourse	Peoplesoft Basics - Advancement	Learn about basic Peoplesoft reports and how to reconcile transactions between Peoplesoft and Unite. Contact preston.lindhardt@admin.utah.edu with questions regarding this course.
1552	Live Training	Reports Workshop - Advancement	A monthly in-person opportunity to learn about and practice using a wide selection of Advancement reports in Unite and Tableau. Contact preston.lindhardt@admin.utah.edu with questions about this training. July 15th - Giving Detail Report, Giving History by Constituent or Household, Gifts by Gift Ranges Aug 19th - Development Analysis Dashboard Sep 23rd
4289	On-Demand eCourse	Stewardship Cases - Advancement	Learners will be able to generate Stewardship Cases in Unite and differentiate Stewardship Cases from Tasks and Contact Reports. Contact preston.lindhardt@admin.utah.edu with questions about this course.
3721	On-Demand eCourse	Unite Fundamentals Part I - Advancement	Learners will gain knowledge of the University of Utah Advancement CRM, Unite, and its general purpose and function. They will also learn about the Constituents and Organizations objects and the various objects primarily associated with Constituents and Organizations. Contact preston.lindhardt@admin.utah.edu with questions about this course.

3722	On-Demand eCourse	Unite Fundamentals Part II - Advancement	Learners will build upon Unite Fundamentals Part I, able to identify Opportunity records and their different types, as well as Designations, Academic Organizations, Payments, Installments, Campaigns, and how these relate to Constituents, Organizations, and Households. Contact preston.lindhardt@admin.utah.edu with questions about this course.
3724	On-Demand eCourse	Unite Fundamentals Part III - Advancement	Learners will build upon Unite Fundamentals Part I and Part II, able to identify the principal tools of Unite they'll use to find information in Unite. Contact preston.lindhardt@admin.utah.edu with questions about this course.
627	Live Training	Unite Navigation - Advancement	*VIRTUAL - Be sure to download the invite after registering.* Learn how to navigate in the Unite Database: Constituents, Organizations, Opportunities, Tasks and Reports. Will also discuss Unite support process. Contact preston.lindhardt@admin.utah.edu with questions about this training.
628	Live Training	Unite Plan Management - Advancement	*VIRTUAL - Be sure to download the invite after registering.* Learn how to plan creation and management in Unite, including donor clearance process and stage progression. Contact preston.lindhardt@admin.utah.edu with questions about this training.
Athletics			
4804	On-Demand eCourse	Athletics Compliance Orientation (Athletics)	This athletics compliance orientation will provide a brief overview of NCAA, conference, and University of Utah rules and regulations. As an athletics department staff member, you have a duty and responsibility to report any violations to the compliance office. The athletics compliance staff is on-campus as a resource for all athletics employees, both part-time and full-time. Please reach out to Claire Stauber (cstauber@huntsman.utah.edu) if you have any questions.
Compliance Services			
5689	On-Demand eCourse	EMR Documentation Compliance (Regulatory Compliance)	In this course you will learn about EMR Documentation from the Regulatory Compliance department. Please contact steven.webber@hsc.utah.edu with any questions.
5984	On-Demand eCourse	Use of Scribes Policy (Regulatory Compliance)	In this training you will learn about the use of Scribes Policy provided from the Regulatory Compliance department. Please contact steven.webber@hsc.utah.edu with any issues.
Department of Public Safety (DPS, UPolice, UHealth Security)			
1750	Live Training	Active Aggressor Response Roles for Security - DPS	This course is designed to prepare hospital security personnel to effectively respond to active shooter incidents within healthcare settings. Participants will develop the knowledge, skills, and strategies necessary to protect patients, staff, and themselves during high-stress and potentially life-threatening situations. Contact HealthSecurityTrainingRecords@utah.edu if you have any questions.

3278	On-Demand eCourse	Ask, Listen, Refer: Best Practices for Engaging with Someone with Suicidal Thoughts (UPolice)	In this video, Rachael Jaspersen, LCSW, PhD, outlines some recommended best practices when having this important talk with someone. For example: <ul style="list-style-type: none"> -Choose the right place and time to listen uninterrupted -Aim to create a safe space for sharing -Take cues from the person about where to sit and consider intensity of eye contact -Sit on a parallel level -Ask whether they would prefer another person present -Validate their feelings and remain calm, patient and accepting -Adopt active listening Part of the Zero Suicide Initiative. Contact Emily Sullivan (Emily.Sullivan@hsc.utah.edu).
54	On-Demand eCourse	Clery Center CSA Training (DPS)	Content Warning: This video contains details about sexual assault. Participants will learn about the Clery Act. What and who is a CSA- Campus Safety Authority. The duty to report crimes to the appropriate authority. Who to report crimes to and when. Contact t.justesen@utah.edu with questions. This course is different than the mandatory reporting for employees according to the University Sexual Misconduct Complaint Process Rule 1-102B. Reach out to oeo@utah.edu with questions.
1717	Live Training	Critical Incident Response 1.0 - DPS	The decisions that are made, or not made, during the first sixty minutes of a critical incident, i.e., WMD/terrorist attack, hazardous materials (either intentional or accidental), barricaded gunman/hostage situation, will dramatically impact the numbers of casualties and amount of property damage that result. These decisions, which are typically made by first- and second-level supervisors, and in some cases non-supervisory personnel, will determine whether the incident is brought under control in a timely fashion or allowed to accelerate. Because of the potentially serious consequences that can arise from such an event, such as loss of life, litigation, or loss of public confidence, every supervisor and command officer must be ready to manage this crisis phase. HealthSecurityTrainingRecords@utah.edu with any questions.
565	Live Training	Field Training Officer - DPS	Designed for UHealth Security, the FTO will learn evaluation, documentation, and how to provide remedial training for recruit officers. Leadership essentials and Agency 360 training are also included in the course. Contact HealthSecurityTrainingRecords@utah.edu if you have any questions.
1159	On-Demand eCourse	Firearms at the University of Utah Annual Training (DPS)	Annual compliance training that covers the University of Utah campus procedures for faculty, staff and students who may observe or hear about firearms on campus. (Updated Feb 2022) Contact safeu@utah.edu with questions.

612	Live Training	First Aid/CPR/AED - DPS	Intended for Health Security personnel, this class provides training and certification in Heartsaver First Aid, CPR, AED, with a clinical upgrade that covers Two Rescuer and BVM. CERTIFICATION IS VALID FOR TWO (2) YEARS. HealthSecurityTrainingRecords@utah.edu with any questions.
5449	On-Demand eCourse	Hazardous Materials Operations - Part 1 (DPS)	This training is required for Department of Public Safety Personnel. Participants will gain an understanding of the hazardous materials decontamination process and understand the proper and safe methods for recognizing and receiving contaminated patients. The Hazmat Ops Part 1 (online course) is required before attending Hazmat Ops Part 2 (live training). If you have any questions, contact Kevin Windsor in Emergency Management at kevin.windsor@hsc.utah.edu or 801.585.5848. Updated July 2023
690	Live Training	HazMat Operations Part 2 - DPS	Participants must have completed Hazmat Ops Part 1 and must also have medical clearance through the Work Wellness Center prior to attending this class. Participants will gain an understanding of the Hazardous Materials decontamination process. They will learn how to don and doff a Modified Class "C" PPE, understand the roles of the various team members, and how to properly manage a Hazardous Materials situation. This course is a hands-on class and will consist of at least 1 hazmat incident scenario from the time of the emergency notification all the way to the clean-up after the decontamination occurs. This course will satisfy 4 of the 8 Annual HazMat training hours required for UUH Emergency Department Staff and Security Staff. This course is based on the OSHA 1910.120 Hazardous Waste Operations and Emergency Response standards. TARGET AUDIENCE: Attendees include Emergency Department Personnel, Security Staff, ICU Resource Nurses, and DRT members. Others may attend with Emergency Management and the Student's Manager's approval. ADDITIONAL INFORMATION: Contact Kevin Windsor at 801.585.5848 if you have any questions. Contact's Email kevin.windsor@hsc.utah.edu
332	Live Training	HDTS Certification - DPS	HDTS™ (Healthcare Defensive Tactics System) Designed to empower staff, increase awareness, knowledge, skills and actions with regard to use of force, control and restraint, self-defense, and defending others with defensive tactics strategies and techniques. Topics covered include use of force, self defense, defensive tactics fundamentals, contact and cover team positioning, escort strategies and techniques, control and decentralization techniques, handcuffing, defensive blocking, weapon retention, post incident response and documentation, and healthcare restraint holds and applications. A portion of the class is also dedicated to OC and Patient Restraint certification. This class is an annual requirement. Contact HealthSecurityTrainingRecords@utah.edu with any questions.

2350	On-Demand eCourse	Inpatient Restraints UHealth Security - DPS	This course is designed to equip hospital security officers with the necessary knowledge and skills to effectively and safely utilize in-patient medical restraints. Participants will learn the fundamental principles of patient restraint, focusing on ethical considerations, legal implications, and best practices in a healthcare setting. Topics covered include: patient's rights, types of restraints, application of restraints, seclusion, and signs of distress. This course is essential for hospital security officers aiming to uphold the highest standards of patient care while ensuring the safety and well-being of all individuals within the healthcare facility. Contact HealthSecurityTrainingRecords@utah.edu with any questions.
3079	On-Demand eCourse	Introduction to the Zero Suicide Initiative at U of U Health (UPolice)	Dr. Michael Good, MD, CEO of University of Utah Health, and Rachael Jaspersen, PhD, manager of U of U Health's Zero Suicide initiative, introduce the Zero Suicide Framework, as well as information that speaks to the need for this program here at U of U Health. Part of the Zero Suicide Initiative. Contact Emily Sullivan (Emily.Sullivan@hsc.utah.edu).
446	Live Training	Non Violent Crisis Intervention Renewal CPI - DPS	RECERTIFICATION for the Nonviolent Crisis Intervention® (CPI) training program that provides staff with an effective framework for decision making and problem solving to prevent, de-escalate, and safely respond to disruptive or assaultive behavior. You must currently hold an active "blue card" certification from CPI. Employees are expected to follow the University of Utah Health dress code policy. Dress comfortably and appropriately. Please do not come to class if you have any symptoms of the flu. HealthSecurityTrainingRecords@utah.edu with any questions.
336	Live Training	Nonviolent Crisis Intervention New Provider CPI - DPS	New Provider Nonviolent Crisis Intervention course for the Crisis Prevention Institute. The strategies taught in the Nonviolent Crisis Intervention® (CPI) training program provide staff with an effective framework for decision making and problem solving to prevent, de-escalate, and safely respond to disruptive or assaultive behavior. This class is intended for hospital security and hospital staff. Employees are expected to follow the University of Utah Health dress code policy. Dress comfortably and appropriately. Please do not come to class if you have any symptoms of the flu. Contact HealthSecurityTrainingRecords@utah.edu if you have any questions.
822	Live Training	Onboarding Health Security - DPS	Onboarding training for new hires. Instructor led classes include BERT, EDI 2023, Familiarization, Inpatient Restraints, UTV Operations and Active Aggressor 2024. HealthSecurityTrainingRecords@utah.edu with any questions.
1277	On-Demand eCourse	Report Writing - DPS	This course summarizes the skills and knowledge fundamental to health security report writing. Contact HealthSecurityTrainingRecords@utah.edu if you have any questions.

2375	On-Demand eCourse	SANE Examinations (UUPD-DPS)	This course is for police officers who will investigate sexual assaults. You'll learn the responsibility of officers in facilitating a sexual assault nurse examiner (SANE) examination. Students will learn the signs and symptoms of strangulation and how to recognize and properly document cases involving strangulation. Contact jason.r.miller@utah.edu with any questions.
1948	Live Training	Scenario Training Healthcare Security - DPS	Students will be exposed to security scenarios utilizing problem solving, customer service, investigative and de-escalation training in a series of simulation based exercises. Contact HealthSecurityTrainingRecords@utah.edu if you have any questions.
2376	On-Demand eCourse	Sexual Assault Trauma Informed Training (UUPD-DPS)	This course is for police officers who will investigate domestic violence and sexual assault. Officers will learn how to use discretion in investigations. Officers will learn to recognize evidence of trauma. Officers will learn how to properly investigate, collect physical and digital evidence. Officers will learn how to write a proper sex crime report. Officers will learn how to use CODIS, SAKI and toxicology in their investigations. If you have any questions about this training, please contact heather.sturzenegger@utah.edu .
3081	On-Demand eCourse	Suicide Prevention: Get Comfortable with Being Uncomfortable - Strategies for Talking about Suicide (UPolice)	Rachael Jaspersen, PhD, manager of U of U Health's Zero Suicide initiative outlines some strategies that can help prepare us all for conversations that are key to preventing suicide. Part of the Zero Suicide Initiative. Contact Emily Sullivan (Emily.Sullivan@hsc.utah.edu) with any questions.
5962	On-Demand eCourse	The Basics of Accreditation - DPS	This course aims to provide a basic overview of the accreditation process for the University of Utah Department of Public Safety and is intended for department members. For questions with this course contact chris.w.snyder@utah.edu .
5939	On-Demand eCourse	The Basics of Accreditation for University Police - DPS	This course aims to provide a basic overview of the accreditation process for the University of Utah Department of Public Safety and is intended for department members. For questions with this course contact chris.w.snyder@utah.edu .
4440	On-Demand eCourse	UCJIS Non-User Training (DPS)	During this training learners will be trained on the requirements and standards of BCI and general security awareness. Contact- Simone Fanene @ Simone.Fanene@utah.edu
4437	On-Demand eCourse	UCJIS User Training (DPS)	Learners will learn how to use UCJIS and understand the privacy of records and their proper use. Contact - Simone Fanene @ Simone.Fanene@utah.edu
2685	On-Demand eCourse	Video Surveillance Training - DPS	SSAC Video Surveillance Training. Required for annually for those who operate or review video surveillance. Contact Duncan Campbell (duncan.campbell@fm.utah.edu) regarding any questions.

1684	Live Training	Y12 Radiological Response (Dispatcher) Webinar - DPS	This course is designed to equip security dispatchers with the necessary knowledge and skills to effectively respond to radiological incident alarms within healthcare facilities. Participants will learn the fundamentals of radiological safety, alarm response protocols, and coordination with emergency responders to ensure prompt and appropriate actions in potentially hazardous situations. Contact HealthSecurityTrainingRecords@utah.edu if you have any questions.
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Emergency Management

2198	On-Demand eCourse	Hazardous Materials Operations - Part 1 (Emergency Management)	This training is required for Emergency Department and Security Department Personnel and other individuals with assignments in the Emergency Department, such as Respiratory. Others may participate with Manager's approval. Participants will gain an understanding of the hazardous materials decontamination process and understand the proper and safe methods for recognizing and receiving contaminated patients. The Hazmat Ops Part 1 (online course) is required before attending Hazmat Ops Part 2 (live training). If you have any questions, contact Kevin Windsor in Emergency Management at kevin.windsor@hsc.utah.edu or 801.585.5848. Updated July 2023
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Environmental Health and Safety (EHS)

3653	On-Demand eCourse	2023 Safety Administrative Management System (SAM): Quick Start Tutorial -EHS	This Quick Start Tutorial provides an overview of the features and functions used in the University of Utah's "Safety Administrative Management System" (SAM). questions@ehs.utah.edu
2882	On-Demand eCourse	Aerial Lift Safety Training - EHS	In this course participants will learn the types of aerial lifts used, understand the stability characteristics of aerial lifts, know how to obtain operating instructions, understand vehicle and workplace inspections and understand safe operating principles. Refer questions concerning this course to questions@ehs.utah.edu
1807	On-Demand eCourse	Animal Biosafety Level 2 (ABSL2) - EHS	Participants will learn the key practices and procedures to be followed when working in an Animal Biosafety Level 2 (ABSL-2) designated research laboratory. questions@ehs.utah.edu
5645	On-Demand eCourse	Animal Biosafety Level 3 (ABSL3) - EHS	Participants will learn the key practices and procedures to be followed when working in an Animal Biosafety Level 3 (ABSL-3) designated research laboratory. questions@ehs.utah.edu
752	Live Training	Annual Self-Shielded Irradiator Training and Tour - EHS	In this training you will learn training and tour of self-shielded irradiators for Irradiator Users. Refer questions for this course to questions@ehs.utah.edu
877	On-Demand eCourse	Asbestos Awareness - EHS	In this training, you will receive and overview of asbestos. Refer questions concerning this course to questions@ehs.utah.edu
441	On-Demand eCourse	Automated External Defibrillator (AED) - EHS	This course provides an over view of how to operate an AED device. questions@ehs.utah.edu
6027	On-Demand eCourse	Basic Radiation Safety and Hazard Awareness Training - EHS	Participants will learn the basics of radiation producing equipment and types of exposure. questions@ehs.utah.edu

2573	On-Demand eCourse	Biosafety Cabinet Training - EHS	This course provides information on the safe use of Class II biological safety cabinets (BSC). Topics covered include how to identify a BSC, how a BSC works and protects the worker and environment, how to work safely inside a BSC, and what to do if there is a spill while working in a BSC. questions@ehs.utah.edu
5977	On-Demand eCourse	Biosafety Cabinet Training for Facilities Personnel - EHS	Required safety training for non-research staff in a laboratory. In this training you will learn about Biosafety Cabinet for Facilities Personnel. Refer questions concerning this course to questions@ehs.utah.edu
5861	On-Demand eCourse	Bloodborne Pathogens for Campus Staff (EHS)	This training is tailored for housekeeping and maintenance staff. Completion of this course satisfies the annual training requirements of 29 CFR 1910.1030 (OSHA's blood borne pathogens standard). Participants will be provided information of risks associated with Bloodborne pathogens, the practice of Universal Precautions, the protective measures that should be followed when handling potentially infectious materials, requirements for an exposure control plan, disposing of regulated waste, Hepatitis B vaccination, post-exposure response, decontamination and spill clean-up procedures, and training requirements. questions@ehs.utah.edu
82	Live Training	Bloodborne Pathogens (Research Live) EHS	WHEN YOU REGISTER FOR THIS TRAINING, IT WILL BE CONVERTED TO AN ONLINE VERSION. THE IN PERSON TRAININGS WILL NOT BE CONDUCTED ANYMORE. AGAIN, YOUR REGISTRATION WILL BE CHANGED TO THE ONLINE VERSION OF THIS TRAINING. Participants will be provided information of risks associated with Bloodborne pathogens, the practice of Universal Precautions, the protective measures that should be followed when handling potentially infectious materials, requirements for an exposure control plan, disposing of regulated waste, Hepatitis B vaccination, post-exposure response, decontamination and spill clean-up procedures, and training requirements. Presentation is designed specifically for laboratory personnel and study coordinators who work directly with human blood, certain body fluids, and primary cell lines and tissues as well as employees who work in settings where infectious materials are handled by others. All individuals who work with or around human blood or other potentially infectious materials, including human and non-human primate cell lines, are required by federal regulation (29 CFR 1910.1030) to complete Bloodborne Pathogens Training on an annual basis. questions@ehs.utah.edu
5610	On-Demand eCourse	Bloodborne Pathogens (Research) - EHS	Required basic safety training. In this course you will learn about Bloodborne Pathogens (Research). This course can only be taken during University business hours (8am-4pm). If you have questions during the training, contact EHS at (801)581-6590.

303	Live Training	Bloodborne Pathogens, Viral Vectors and Biosafety Level (BSL-2) Training - EHS	<p>WHEN YOU REGISTER FOR THIS TRAINING, IT WILL BE CONVERTED TO AN ONLINE VERSION. THE IN PERSON TRAININGS WILL NOT BE CONDUCTED ANYMORE. AGAIN, YOUR REGISTRATION WILL BE CHANGED TO THE ONLINE VERSION OF THIS TRAINING.</p> <p>Bloodborne Pathogens: Participants will learn the risks associated with Bloodborne pathogens, the practice of Universal Precautions, the protective measures that should be followed when handling potentially infectious materials, requirements for an exposure control plan, disposing of regulated waste, Hepatitis B vaccination, post-exposure response, decontamination and spill clean-up procedures, and training requirements. Specific and practical information for laboratory personnel and study coordinators who work directly with human blood, certain body fluids, and primary cell lines and tissues, will be provided.</p> <p>Viral Vectors: The use of recombinant viruses as vectors for delivery of genetic material into cells has become very common among the molecular biology community. Users must understand the origins of these tools and their potential safety implications. The biology of common viral vectors used in laboratories, containment practices for the safe handling of agents, and modifications for risk reduction will be presented.</p> <p>BSL-2 Exposure Control: Key procedures to be followed when working in a Biosafety Level 2 (BSL-2) or BSL-2 enhanced designated research laboratory will be described. Presentation and group activities will explain the laboratory and environmental risks associated with hazardous biological materials, and proven methods to prevent exposure and contamination. questions@ehs.utah.edu</p>
87	Live Training	BSL2 - EHS	<p>Participants will learn the key practices and procedures to be followed when working in a Biosafety Level 2 (BSL-2) or BSL-2 enhanced designated research laboratory. Presentation and activities will include the laboratory and environmental risks associated with hazardous biological materials, routes of transmission, and methods to prevent exposure and contamination, including engineering and work practice controls and the use of Personal Protective Equipment. *Please bring a Smartphone, Laptop, Tablet or any web browser enabled internet connecting device to the training.</p>
5482	On-Demand eCourse	BSL-2 and Bloodborne Pathogens (Research) - EHS	<p>Required safety training. In this course you will learn about BSL-2 and Bloodborne Pathogens (Research). This course can only be taken during University business hours (8am-4pm). If you have questions during the training, contact EHS at (801)581-6590.</p>

83	Live Training	BSL2 and Bloodborne Pathogens Exposure Control for Researchers - EHS	<p>WHEN YOU REGISTER FOR THIS TRAINING, IT WILL BE CONVERTED TO AN ONLINE VERSION. THE IN PERSON TRAININGS WILL NOT BE CONDUCTED ANYMORE. AGAIN, YOUR REGISTRATION WILL BE CHANGED TO THE ONLINE VERSION OF THIS TRAINING. Participants will learn the key practices and procedures to be followed when working in a Biosafety Level 2 (BSL-2) or BSL-2 enhanced designated research laboratory. Presentation and activities will include the laboratory and environmental risks associated with hazardous biological materials, routes of transmission, and methods to prevent exposure and contamination, including engineering and work practice controls and the use of Personal Protective Equipment. In addition, the OSHA requirements for working with blood or other potentially infectious material, as described in the Bloodborne Pathogen standard, 29CFR1910.1030, will be presented. The proper processes for handling and disposing of regulated waste, requirements for an exposure control plan, Hepatitis B vaccination, medical monitoring, post-exposure response, decontamination and spill clean-up procedures, and training requirements will be included. This course needs to be repeated on an annual basis. The University of Utah Institutional Biosafety Committee (IBC) requires completion of BSL-2/BBP training (and ABSL-2 training, if applicable) prior to beginning research with biological agents and/or rs-NA at BSL-2. To register for the ABSL2 training go to the following URL https://utah.bridgeapp.com/learner/training/d1ef6658/enroll . questions@ehs.utah.edu</p>
1895	On-Demand eCourse	Building 309 Motorpool Misc. Parts Washer/De-greaser Requirements - EHS	<p>In this training you will learn about, the steps for safe operation in building 309 for the parts washer and de-greaser. Refer questions concerning this course to questions@ehs.utah.edu</p>
392	On-Demand eCourse	Carpentry Shop: Storm Water Standard Operating Procedures -EHS	<p>In this training you will learn about, the steps to perform job functions while minimizing storm water pollutant discharge. Refer questions concerning this course to questions@ehs.utah.edu</p>

2838	On-Demand eCourse	Category B Shipping and Dry Ice - EHS	<p>This training is intended to help you understand the regulations when shipping medical specimens for diagnostic testing, including Category A Infectious, and Category B Biological substances. Dangerous goods or hazardous materials (also known as Hazmat) are articles or substances which are capable of posing a risk to health, safety, property, or the environment and which are shown in the list of dangerous goods in the IATA regulations or in the Hazmat table in 49 CFR.</p> <p>Although we strive to ensure the information is current and accurate, we remind you that it is the employer's responsibility to train and test their employees on these regulations. Anyone who is involved in shipping dangerous goods must follow them. The U.S. government can assess substantial penalties for violations of these regulations. The IATA dangerous goods guidelines and the 49 CFR regulations can help you prepare a specimen for shipment. Keep in mind there are numerous regulations that change all the time, one person cannot remember all the regulations so don't be afraid to ask, or call someone if you are unsure.</p> <p>Every mode of transportation has its own rules that we must follow in addition to the legal regulations. They are related to the specimen classification, packaging, labeling, documentation, and the proper training of staff. This presentation covers each of these topics in detail. Disclaimer: Only University of Utah clients and couriers should use this training. Others are encouraged to use of the many commercial vendors specializing in IATA and DOT training. This training is not endorsed or certified by any association or agency.</p> <p>Refer questions concerning this course to questions@ehs.utah.edu</p>
2830	On-Demand eCourse	Chemical Hygiene - EHS	<p>Participants will gain an understanding of the key laboratory safety practices and procedures that should be followed to conduct safe science when working in University research facilities. Presentation will include chemical properties of concern associated with storing and handling chemicals, and methods to prevent exposure. Understanding University labeling and signage, the handling and disposal of regulated waste, and spill clean-up procedures, will be described. How to report incidents, injuries, and illnesses will be explained and relevant campus resources will be discussed. All individuals who work with flammable, corrosive, toxic, oxidizing, air or water reactive chemicals in the research laboratory are required by OSHA Hazardous Chemicals in Laboratories Standard (29 CFR 1910.1450). Typically, laboratories that work with these chemicals generate waste that is hazardous to the environment, this training also details procedures for unwanted materials disposal pursuant to RCRA training requirements for a University laboratory (40 CFR 265.16, 40 CFR 262.207. Chemical Hygiene Training needs to be completed on an annual.</p> <p>Refer questions concerning this course to questions@ehs.utah.edu</p>

3181	On-Demand eCourse	Compressed Gas Cylinder Safety Training - EHS	In this training you will learn about, Industrial and laboratory operations may require compressed gases for a variety of uses and applications, however compressed gas cylinders pose unique hazards. Refer questions concerning this course to questions@ehs.utah.edu
1826	On-Demand eCourse	Confined Space Entry Program - EHS	This program is to provide safety requirements to enter and occupy confined spaces for the University of Utah in compliance with the Occupational Safety and Health Administration (OSHA) confined space and telecommunication standards. questions@ehs.utah.edu
1799	On-Demand eCourse	Continuity of Operations - EHS	In this course you will learn about the continuity of operation at EHS. questions@ehs.utah.edu
232	Live Training	Department of Transportation (DOT) Training: Class 7 Radioactive Materials - EHS	This class is designed to train employees in the requirements of the DOT as specified by 49 CFR 172 Subpart H and the NRC as specified by 10 CFR 71.5 and 10 CFR 20.1906. Contact questions@ehs.utah.edu with questions.
1860	On-Demand eCourse	Donning and Doffing Personal Protective Equipment (PPE) - EHS	This course will provide information on the correct way to put on and take off Personal Protective Equipment. questions@ehs.utah.edu
5643	On-Demand eCourse	Dual Use Research of Concern (DURC) - EHS	This training describes the Federal DURC Policy, introduced in 2015, and identify the responsibilities of the Investigator and the University of Utah. questions@ehs.utah.edu
2297	On-Demand eCourse	Effective Safety Committee Training - EHS	This training will discuss the purpose of safety committees, committee composition, roles and responsibilities of committee members, and how safety committees across campus can work together to help build positive safety culture at the University of Utah. questions@ehs.utah.edu
5521	On-Demand eCourse	EHS Exposure Control Plan - EHS	This plan is designed to eliminate employee exposure to bloodborne pathogens. questions@ehs.utah.edu
4075	On-Demand eCourse	EHS Supervisor Expectations - EHS	This course provides information for Supervisory expectations when managing personnel. questions@ehs.utah.edu
2934	On-Demand eCourse	Environmental Health and Safety: Inspection Training for the Inspector - EHS Ver. 2024	Training on the Inspection Process, Requirements, and SAM System Navigation. questions@ehs.utah.edu
5759	On-Demand eCourse	Fact Sheet- Personal Protective Equipment - EHS	This Fact Sheet provides information about personal protective equipment. questions@ehs.utah.edu
444	On-Demand eCourse	Fall Protection: University of Utah - EHS	Workplace falls consistently account for over a significant portion of occupational fatalities. This course addresses ways to eliminate and mitigate the risks. (Rev: 20160616 - Reviewed by Blake Smith EHS). questions@ehs.utah.edu
1260	On-Demand eCourse	Fire Safety in Laboratories - EHS	This training will teach how to recognize hazards, evaluate lab space before laboratory tests or chemical reactions have begun. You will learn housekeeping and storage practices and how to protect yourself through the proper use Personal Protective Equipment (or PPE) and emergency safety equipment. questions@ehs.utah.edu

2835	On-Demand eCourse	Fire Safety Training - EHS	This program is intended to introduce you to the basic elements of fire extinguisher use in case of fire in the workplace. Every year fire kills, injures and disables people, destroys property, and causes the loss of jobs. Portable fire extinguishers are often the first line of defense against fire. Many times during the early stages of a fire, it can be controlled by using an appropriate portable fire extinguisher. Refer questions concerning this course to questions@ehs.utah.edu
1770	On-Demand eCourse	Fireline: Storm Water Standard Operating Procedures - EHS	In this course you will learn the steps to perform job functions while minimizing storm water pollutant discharge. questions@ehs.utah.edu
447	On-Demand eCourse	Hazard Communications - HazCom - EHS	This course will provide basic information about chemicals you may encounter at work, the hazards associated with those chemicals and your right to know what those hazards are. questions@ehs.utah.edu
333	On-Demand eCourse	Hazard Communications Introduction - Environmental Health and Safety	This course provides general information for hazard communications. questions@ehs.utah.edu
547	On-Demand eCourse	Hazard Warning Signs - EHS	This course instructs participants on the different hazard signs and how to recognize them throughout the University of Utah. (Rev: 20180320 - Reviewed by Jen Stones EHS) questions@ehs.utah.edu
3885	On-Demand eCourse	Hazardous Material Shipping and Receiving Awareness - EHS	Provide awareness and safety procedures for receiving and handling packages of hazardous materials and dangerous goods. Refer questions concerning this course to questions@ehs.utah.edu
1344	On-Demand eCourse	Hearing Conservation - EHS	This training describes the hazards of excessive noise exposures, help you to understand when hearing protection is required as part of your job, describe the requirements of a Hearing Conservation Program, Demonstrate proper use of hearing protection devices and explain the advantages and disadvantages of each. questions@ehs.utah.edu
1810	On-Demand eCourse	Hearing Conservation Program - EHS employees SOP	This is for EHS employees and how to implement the Hearing Conservation program. questions@ehs.utah.edu
1963	On-Demand eCourse	Heavy Equipment Group: Monthly Visual Inspection -Standard Operating Procedure - EHS	In this training you will learn about, The steps to perform job functions while minimizing storm water pollutant discharge. Refer questions concerning this course to questions@ehs.utah.edu
391	On-Demand eCourse	Heavy Equipment Group: Storm Water Standard Operational Procedures - EHS	In this training you will learn about, the steps to perform job functions while minimizing storm water pollutant discharge. Refer questions concerning this course to questions@ehs.utah.edu
4794	On-Demand eCourse	HUS-RSC/RDRC: ERICA Study Review Process - EHS	This is EHS internal training for RSO staff on the ERICA Study Review Process. questions@ehs.utah.edu
480	On-Demand eCourse	HVAC: Storm Water Standard Operating Procedures	In this training the HVAC group for Storm Water procedures will learn the Standard Operating Procedures. Refer questions concerning this course to questions@ehs.utah.edu

2407	On-Demand eCourse	Introduction to Biosafety - EHS	This training provides an introductory course for laboratory personnel working with biological agents at Biosafety Level-1 at the University of Utah. The course describes the use of engineering and administrative controls in the lab, the use of appropriate personal protective equipment, how to clean up spills of biological materials, waste disposal and what to do in the event of an exposure incident. questions@ehs.utah.edu
1931	On-Demand eCourse	Introduction to the University of Utah Safety Administrative Management (SAM) System - EHS	This module will cover the basic required elements and discuss recent system enhancements. questions@ehs.utah.edu
3239	On-Demand eCourse	Kubota: Operations Safety & Maintenance - EHS	In this training you will learn about, safe driving guidelines and information for campus Kubota vehicles. Refer questions concerning this course to questions@ehs.utah.edu
3111	On-Demand eCourse	Lab Closeout/Relocation Process - EHS	This brief presentation will walk learners through the process of either closing out or relocating their lab space on campus. Refer questions concerning this course to questions@ehs.utah.edu
1809	On-Demand eCourse	Laboratory Ramp-Down Checklist - EHS	This training will show what items to check when ramping down a laboratory. questions@ehs.utah.edu
1256	On-Demand eCourse	Laboratory Safety - Basic Chemical Safety - EHS	This training will identify the most common routes of chemical exposure in a laboratory setting, identify common hazards found in a laboratory environment and identify proper handling, storage and disposal methods of hazardous chemicals. questions@ehs.utah.edu
1257	On-Demand eCourse	Laboratory Safety - Control Methods - EHS	This training will identify control methods that reduce chemical exposure. questions@ehs.utah.edu
1258	On-Demand eCourse	Laboratory Safety - Emergency Procedures - EHS	This training will instruct on types of responses to various emergencies such as exposure, spills and fire. questions@ehs.utah.edu
1259	On-Demand eCourse	Laboratory Safety - General Rules of Lab Safety - EHS	This training will provide the general rules of lab safety. questions@ehs.utah.edu
3451	On-Demand eCourse	Laboratory Safety 3-in-1 - EHS	Learners will explore the fundamentals of centrifuge safety, safe use of a biological cabinet, and autoclave safety. Refer questions concerning this course to questions@ehs.utah.edu
422	On-Demand eCourse	Ladder Safety - EHS	This course provides basic information on the safe operation of ladders. questions@ehs.utah.edu
380	On-Demand eCourse	Landscape Maintenance (Grounds): Storm Water Standard Operating Procedures - EHS	In this training you will learn about, the steps to perform job functions while minimizing storm water pollutant discharge. Refer questions concerning this course to questions@ehs.utah.edu
2289	On-Demand eCourse	Laser Safety Training - Class 3B and Class 4 Lasers (non-medical) - EHS	This course goes over the safe operation of class 3B and Class 4 Lasers. questions@ehs.utah.edu
2907	On-Demand eCourse	Lead & Cadmium Awareness	This training will cover how exposure to lead or cadmium can be averse to good worker health and what workers can do to protect themselves and prevent exposure. Refer questions concerning this course to questions@ehs.utah.edu

2352	On-Demand eCourse	Lessons Learned Program (SOP) - EHS	This document applies to all EHS personnel and defines the EHS Lessons Learned program. questions@ehs.utah.edu
3088	On-Demand eCourse	Lithium Battery Awareness (EHS)	In this training you will learn about Lithium Battery Safety and Hazard Prevention for power tools, cell phones, and other equipment. Refer questions concerning this course to questions@ehs.utah.edu
426	On-Demand eCourse	Lock Out / Tag Out - EHS	This course will show the proper procedure for locking out and tagging out energy storing devices. questions@ehs.utah.edu
1247	On-Demand eCourse	Machine Guarding - EHS	This training will teach you about the dangers of working around machines and equipment , the types of guards in place to protect you, and the kinds of personal protective equipment you can use to improve your safety. questions@ehs.utah.edu
6022	On-Demand eCourse	Microsoft Teams - EHS	This course gives an overview of how to use Microsoft Teams for internal EHS employees. questions@ehs.utah.edu
379	On-Demand eCourse	Motor Pool: Storm Water Standard Operating Procedures - Environmental Health and Safety	In this training you will learn about, the steps to perform job functions while minimizing storm water pollutant discharge. Refer questions concerning this course to questions@ehs.utah.edu
2931	On-Demand eCourse	Non-Ionizing Radiation / Laser Permit Application (for Permit Applicants) - EHS	Learn about information on Laser and Non-Ionizing Radiation Permit Requirements. For Class 3B and Class 4 lasers, UV devices, RF/EMF. Refer questions concerning this course to questions@ehs.utah.edu
1962	On-Demand eCourse	Online Meeting Etiquette - EHS	Online meetings can sometimes be challenging. The following guidelines can help minimize challenges and ensure the meetings are as efficient and effective as possible. Follow these meeting etiquette guidelines to make online meetings more productive and enjoyable for all participants. questions@ehs.utah.edu
423	On-Demand eCourse	Personal Protective Equipment - PPE (EHS)	This course is designed to give you the basic information on Personal Protective Equipment also known as PPE. questions@ehs.utah.edu
390	On-Demand eCourse	Plumbing Shop: Storm Water Standard Operating Procedures - EHS	In this training you will learn about, the steps to perform job functions while minimizing storm water pollutant discharge. Refer questions concerning this course to questions@ehs.utah.edu
1242	On-Demand eCourse	Portrayal of Safety in Media - EHS	This course provides Proper Composition of Safety for Media in a Laboratory. questions@ehs.utah.edu
1811	On-Demand eCourse	Professional Development and Certification Support - EHS	EHS recognizes the need for EHS professionals to participate in activities that maintain subject matter expertise in support of the University, and where value can be added to the Department/University mission. questions@ehs.utah.edu
831	On-Demand eCourse	Project Services: Storm Water Standard Operating Procedures	In this training you will learn about, the steps to perform job functions while minimizing storm water pollutant discharge. Refer questions concerning this course to questions@ehs.utah.edu
293	Live Training	Radiation & Security Awareness Training for Police & Security - EHS	Training and tour for Police and Security will receive information regarding general radiation hazard awareness and safety, as well as security issues involving radiation on campus. Contact questions@ehs.utah.edu with questions.

2862	On-Demand eCourse	Radiation Awareness and Safety Training - OCM Personnel - EHS	This is a radiation safety training designed for OCM Personnel who are working in areas where radioactive material or radiation-producing equipment are present, but are not directly involved with radiation-related work. questions@ehs.utah.edu
1418	Live Training	Radiation Facility Tours - Wasatch Thunder (DOE Silent Thunder)	Tour of the Irradiators and Reactor Facilities at the U in preparation for the DOE Silent Thunder. Refer questions concerning this course to questions@ehs.utah.edu
2568	On-Demand eCourse	Radiation Hazard Awareness Training - Annual Training for University Safety Departments- EHS	Radiation Hazard Awareness Training is designed for those who are not radiation workers, but may sometimes work in or around areas where radiation is used at the University of Utah. questions@ehs.utah.edu
475	On-Demand eCourse	Radiation Hazard Awareness Training - EHS	Radiation Hazard Awareness Training is designed for those who are not radiation workers, but may sometimes work in or around areas where radiation is used at the University of Utah. questions@ehs.utah.edu
3220	On-Demand eCourse	Radiation Safety Job Aid: AMP+ Dosimetry Reports - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
2388	On-Demand eCourse	Radiation Safety Job Aid: AMP+ Inputting New Workers - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
2853	On-Demand eCourse	Radiation Safety Job Aid: Bldg 590 Radioactive Waste Area Entry and Exit Requirements - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
2344	On-Demand eCourse	Radiation Safety Job Aid: Calibration of Waste Monitor at Huntsman Cancer Hospital Loading Dock - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
2346	On-Demand eCourse	Radiation Safety Job Aid: Calibrations Using Cs-137 Sources in Building 590 - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
2342	On-Demand eCourse	Radiation Safety Job Aid: Environmental Radiation Dosimeter Monitoring Locations and Access - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
3222	On-Demand eCourse	Radiation Safety Job Aid: HIDEK Liquid Scintillation Counter - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
2387	On-Demand eCourse	Radiation Safety Job Aid: I-131 Bioassay - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu

2348	On-Demand eCourse	Radiation Safety Job Aid: Instructions for Failed Calibrations - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
2343	On-Demand eCourse	Radiation Safety Job Aid: Package Receipt, Inspection, and Delivery of Radioactive Material - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
2341	On-Demand eCourse	Radiation Safety Job Aid: Performing Non-Medical Laboratory Inspections with Radioactive Material - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
3203	On-Demand eCourse	Radiation Safety Job Aid: Radiation Instrumentation Loaner Program - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
4243	On-Demand eCourse	Radiation Safety Job Aid: Radiation Security Event Notification Response - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
3771	On-Demand eCourse	Radiation Safety Job Aid: Source and Special Nuclear Material - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
2940	On-Demand eCourse	Radiation Safety Job Aid: TBM-3 Calibrations - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
2941	On-Demand eCourse	Radiation Safety Job Aid: Uploading Calibration Results to the Digital Database - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
2981	On-Demand eCourse	Radiation Safety Job Aid: USHOP Review and Approval for RAM - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
1031	On-Demand eCourse	Radiation Safety SOP: Infusion Surveys and Clearance - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
2864	On-Demand eCourse	Radiation Safety Training Ocular Plaque 2021 - EHS	This course is designed for staff members who are caring for patients who have received an Ocular Radioactive Plaque implant. questions@ehs.utah.edu
1892	On-Demand eCourse	Radiation Worker Part IIA: Safe Use of Radioactive Materials €" EHS	This training is for users of dispersible radioactive material. To qualify to complete this training, you must complete the Radiation Worker Training Part 1: General Radiation Safety Online Training (in Bridge), or General Radiation Safety (in Canvas). At the end of this training you will be required to take an exam and pass with an 70% or better completion rate. questions@ehs.utah.edu

1099	On-Demand eCourse	Radiation Worker Training Part I: General Radiation Safety Online Training - EHS	This training is the first of a series of trainings required for all Radiation Workers at the University of Utah. All Radiation Worker applicants must successfully complete this training in order to be eligible to complete the next required training. Refer questions concerning this course to questions@ehs.utah.edu
2327	On-Demand eCourse	Radiation Worker Training Part IIB: Radiation-Producing Equipment for Non-Clinical Use - EHS	Provides information on the safe operation of Radiation producing equipment. questions@ehs.utah.edu
3138	On-Demand eCourse	Radioactive Materials Accountability - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
1323	On-Demand eCourse	Radioactive Waste Management Training - EHS	Training for University of Utah laboratories and facilities authorized to work with Radioactive Materials. Refer questions for this course to questions@ehs.utah.edu
1049	Live Training	Radioactive Waste Management Training - EHS	In this In-person training for laboratories and facilities authorized to use radioactive materials and generates radioactive waste items that are processed by EHS Radiation Safety. Refer questions concerning this course to questions@ehs.utah.edu
4208	On-Demand eCourse	Radioactive Waste Processing Job Aids EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu
1261	On-Demand eCourse	RCRA Non Academic - EHS	Non-laboratory, University of Utah employees that make decisions on whether something can be thrown in the trash or down the drain or collected for hazardous disposal are required to have this annual training. This training is designed to assist in the reduction and elimination of the negative effects of hazardous waste generation to human health and the environment. The training includes hazardous waste determination, proper hazardous waste collection procedures, labeling, universal waste collection, waste minimization and emergency response procedures. Areas with equipment or storage containers or tanks that pose an elevated risk require additional, specific, annual, documented training that includes environmental protection countermeasures and emergency response. questions@ehs.utah.edu
464	On-Demand eCourse	Red Butte Garden: Storm Water Standard Operating Procedures - EHS	In this training you will learn about, the steps to perform job functions while minimizing storm water pollutant discharge. Refer questions concerning this course to questions@ehs.utah.edu
2466	On-Demand eCourse	Regulated Waste Management Facility Training	This course will introduce EHS staff to the security features and resources available in the Regulated Waste Management Facility, building 590. questions@ehs.utah.edu
3067	On-Demand eCourse	Regulated Waste Management Job Aid - Radioactive Waste Pickup Request Processing - EHS	In this training you will learn the requirements for an EHS radiation specialists and technicians. Refer questions concerning this course to questions@ehs.utah.edu

2066	On-Demand eCourse	Respiratory Protection - EHS	Participants will learn how to identify employer and employee respirator responsibilities, describe what happens during medical evaluations and fit testing, recognize characteristics of different types of respirators, recall how to inspect respirators before each use, recognize the signs of respirator failure and learn best practices to maintain respirators. questions@ehs.utah.edu
1967	On-Demand eCourse	Returning to Campus Safely amidst the COVID-19 Pandemic	Learn and attest to the COVID-19 safety protocols, face covering usage and proper social distancing when returning to work. questions@ehs.utah.edu
2832	On-Demand eCourse	Review of Service Animal Access to Labs - EHS	This SOP will describe the procedure for EHS review of accommodation requests involving service animal access to restricted areas, such as laboratories, on the University of Utah Campus. questions@ehs.utah.edu
531	On-Demand eCourse	Risk Assessment -JSA (EHS)	This course instructs how to create a Risk Assessment also known as a Job Safety Analysis (JSA) for hazards in the workplace. (Rev: 20180308 - Reviewed by Jen Stones EHS). questions@ehs.utah.edu
2298	On-Demand eCourse	Roles and Responsibilities -EHS	This training will review the roles and responsibilities of university personnel with respect to health and safety, including general employees, supervisors, department chairs, college deans, and Environmental Health and Safety. questions@ehs.utah.edu
1870	On-Demand eCourse	Safety Administrative Management System (SAM) - Chemical Inventory Bulk Upload - EHS	This course provides information on how to conduct a Chemical Inventory Bulk Upload in the Safety Administrative Management System. (SAM). questions@ehs.utah.edu
1867	On-Demand eCourse	Safety Administrative Management System (SAM) - Deactivating A PI - EHS	This course describes how to Deactivate a PI in the Safety Administrative Management System (SAM). questions@ehs.utah.edu
2841	On-Demand eCourse	Safety Administrative Management System (SAM) - Entering a Laboratory Profile - EHS	This course describes how to Enter a Facilities Profile in the Safety Administrative Management System (SAM). questions@ehs.utah.edu
1866	On-Demand eCourse	Safety Administrative Management System (SAM) - Performing a Self-Inspection - EHS	This course describes how the Perform A Self- Inspection in the Safety Administrative Management System (SAM). questions@ehs.utah.edu
1914	On-Demand eCourse	Safety Administrative Management System (SAM) - Upload Documents/Download SOP Templates in SAM - EHS	This course describes how to Upload Documents and Download Templates in the Safety Administrative Management System (SAM). questions@ehs.utah.edu
1864	On-Demand eCourse	Safety Administrative Management System (SAM)- Annual Chemical Inventory Review Statement - EHS	This course provides information on the Annual Chemical Inventory Review Statement in the Safety Administrative Management System (SAM). questions@ehs.utah.edu
486	On-Demand eCourse	Safety Administrative Management System (SAM): Quick Start Tutorial - EHS	This Quick Start Tutorial provides an overview of the features and functions used in the University of Utah's "Safety Administrative Management System" (SAM). questions@ehs.utah.edu

695	On-Demand eCourse	Safety and the Supervisor - EHS	This training provides supervisors/managers the foundation to provide and support a safe work environment for their employees. questions@ehs.utah.edu
336	On-Demand eCourse	Safety in the Workplace - EHS	Learn an overview of all occupational safety policies and procedures for the University of Utah. questions@ehs.utah.edu
2268	On-Demand eCourse	Slips, Trips and Fall Prevention - EHS	In this training you will learn about, The specific situational differences between slips, trips, and falls. Refer questions concerning this course to questions@ehs.utah.edu
3118	On-Demand eCourse	SOP & Defensive Driver Acknowledgement – EHS	In this training you will learn about Sign off on documentation that you have completed reading the SOP for Defensive Driver Training. Refer questions concerning this course to questions@ehs.utah.edu
3009	On-Demand eCourse	SOP Asbestos Training and Certification Payment Management - EHS	This document will define the internal procedure for providing EHS employees with necessary training and certification related to the EHS asbestos program. questions@ehs.utah.edu
3080	On-Demand eCourse	Standard Operating Procedure (SOP) - Telework EHS	This training provides the Standard Operating Procedure for EHS staff telework arrangements in accordance with University of Utah policies and procedures. questions@ehs.utah.edu
4807	On-Demand eCourse	STANDARD OPERATING PROCEDURE (SOP) - Use of University Vehicles. ver. 2022 - EHS	This SOP will define the procedures required for EHS employees engaging in use of University Vehicles. questions@ehs.utah.edu
3122	On-Demand eCourse	STANDARD OPERATING PROCEDURE (SOP) -EHS TRAVEL VER. 2023	This SOP will define the procedures required for EHS employees engaging in approved work related travel. Refer questions concerning this course to questions@ehs.utah.edu
1923	On-Demand eCourse	Standard Operating Procedures - Fire System Flush/Draining - EHS	This course is designed to review the standard operating procedures for Fire System Flush/Draining - EHS. questions@ehs.utah.edu
1896	On-Demand eCourse	Standard Operating Procedures - Parts Washer - EHS	This course is designed to review the standard operating procedures for Parts washer in the Motor Pool. questions@ehs.utah.edu
1294	On-Demand eCourse	Storm Water Design and Construction Requirement Review - EHS	In this training you will learn about, Storm Water Permit Requirements for Planning, Construction, and Post Construction Phases. Refer questions concerning this course to questions@ehs.utah.edu
361	On-Demand eCourse	Storm Water Pollution Prevention and Illicit Water Discharge - EHS	This training addresses the requirements of the MS4 Stormwater permit, operations and maintenance requirements for performing job activities to prevent or minimize impacts to water quality. questions@ehs.utah.edu
378	On-Demand eCourse	Storm Water Standard Operating Procedures - EHS	This is internal training for the Environmental groups Strom Water Employee, this is to be reviewed by EHS annually. questions@ehs.utah.edu
442	On-Demand eCourse	Stryker Evacuation Chair - EHS	This course gives information about the Stryker Evacuation Chairs located through out the University campus to assist with evacuations of people with permanent or temporary mobility limitations. questions@ehs.utah.edu

1455	On-Demand eCourse	Submitting an Expenditure - EHS Personnel	This is internal training for EHS employees on how to submit and expenditure request in the EHS intranet site. questions@ehs.utah.edu
3008	On-Demand eCourse	The Effects of Noise on Hearing - EHS	In this training you will learn the mechanics of hearing, describe the hazards of excessive noise exposures, and how to understand when hearing protection may be required as part of your job. Refer questions concerning this course to questions@ehs.utah.edu
2928	On-Demand eCourse	The Principal Investigator & Safety - EHS	This course will review OSHA regulations and University policies related to workplace health and safety responsibilities as they apply to Principal Investigators or other persons in authority here at the University. Refer questions concerning this course to questions@ehs.utah.edu
1490	On-Demand eCourse	Time and Attendance - EHS Personnel	For Environmental Health and Safety employees -requirements related to the personnel time and attendance. questions@ehs.utah.edu
1812	On-Demand eCourse	Total Worker Health and Employee Performance Recognition - EHS	EHS recognizes the need for EHS professionals to have good work-life balance as well as opportunities to advance overall worker well-being. This procedure define departmental policies related to worker wellness activities and employee performance incentive programs. This EHS total worker health initiative is intended to provide support for health promoting activities that enhance the overall well-being and team unity of EHS staff. questions@ehs.utah.edu
389	On-Demand eCourse	University Student Apartments (USA): Storm Water Standard Operating Procedures - EHS	In this training you will learn about, the steps to perform job functions while minimizing storm water pollutant discharge. Refer questions concerning this course to questions@ehs.utah.edu
553	On-Demand eCourse	Utility Cart Safe Operation - EHS	In this training it will describe how to safely operate Utility Vehicles. Refer questions concerning this course to questions@ehs.utah.edu
5412	On-Demand eCourse	Viral Vectors (Research) - EHS	In this training you will learn the requirements for safety training for viral vector use in labs on campus. Refer questions concerning this course to questions@ehs.utah.edu
2868	On-Demand eCourse	Waste Anesthetic GAS (WAG) - EHS	This SOP will define the procedures for evaluating exposure to waste anesthetic gas for the University of Utah's EHS division. The procedure outlined meets the requirements for the annual IACUC required waste anesthetic gas sampling for the University of Utah's research facilities. questions@ehs.utah.edu
388	On-Demand eCourse	Waste Management: Storm Water Standard Operating Procedures - EHS	In this training you will learn about, the steps to perform job functions while minimizing storm water pollutant discharge. Refer questions concerning this course to questions@ehs.utah.edu
424	On-Demand eCourse	Winter Walking - EHS	This course provides best practices to avoid slips, trips and falls in winter conditions. questions@ehs.utah.edu

Facilities

4635	On-Demand eCourse	Aqueous Ozone Training - Portable Caddy Weekly Maintenance - U Facilities	Learners will discover how to perform weekly maintenance on an aqueous ozone portable caddy. Contact training@fm.utah.edu for support.
4522	On-Demand eCourse	Aqueous Ozone Training - U Facilities: Portable Caddy	Learners will discover how to safely operate and clean an Aqueous Ozone Portable Caddy. Contact training@fm.utah.edu for support.
4399	On-Demand eCourse	Aqueous Ozone Training - Wall Mount Dispenser - U Facilities	Learners will discover how to safely operate a wall mounted aqueous ozone dispenser. Contact training@fm.utah.edu for support.
5520	On-Demand eCourse	Aqueous Ozone Training: Introduction - U Facilities	This training will review green cleaning and our current steps toward improving our chemical safety in U Facilities. Contact training@fm.utah.edu for support.
5554	On-Demand eCourse	Arc Flash and Electrical Safety Best Practices 2024 - U Facilities	The purpose of the NFPA 70E (2024 edition) is to provide a standard for safety-related work practices for the construction, maintenance, operation and demolition of electrical systems in the workplace. This awareness-level course introduces qualified electrical or skilled craft workers to the formal requirements of the NFPA 70E standard (2024 edition). The content can also be used as refresher training for workers already familiar with the NFPA 70E requirements or for workers who need to become aware of the newer particular compliance requirements of the NFPA 70E (2024 edition). This course is not designed to train workers into the electrical craft. Completing this lesson does not designate an employee as either a qualified, or unqualified, electrical worker. Open Sesame Course, contact the L&D team @ training@fm.utah.edu with questions.
6035	On-Demand eCourse	Back Safety: Orientation - U Facilities	Back pain is one of the leading causes of not only workplace injury, but general industry as well. It afflicts nearly 2/3 of the current workforce and is one of the most common reasons for missed work. This safety course covers how your back works, causes of back pain, safe lifting and sitting and prevention and relief. This covers the orientation training necessary to satisfy the OSHA compliance related to back safety, sitting and lifting objects in the workplace. Open Sesame Course, contact training@fm.utah.edu with questions.
3194	On-Demand eCourse	Band Saw SOP - U Facilities	In this training you will learn about, the Standard Operating Procedures for the use of a Band Saw. Contact training@fm.utah.edu for support.
3200	On-Demand eCourse	Bench Grinder SOP - U Facilities	In this training you will learn about, the Standard Operating Procedures for the use of a bench grinder. Contact training@fm.utah.edu for support.
2644	On-Demand eCourse	Bloodborne Pathogens Awareness - U Facilities	Learners will discover how to be safe around bloodborne pathogens, or possible bloodborne pathogens. This will not certify them to clean up bloodborne pathogens. Contact training@fm.utah.edu for support.

1651	Live Training	Bridge 101 for Managers - U Facilities	Managers will learn how to navigate individual learning pages, search for available courses for enrollment, manage course approvals, set up system alerts, and generate reports. Contact training@fm.utah.edu for support.
5908	On-Demand eCourse	C-Cure Operator Confidentiality and Expectations 2024 - U Facilities	Learners will review the confidentiality expectations required for C-Cure Operators. For Bridge support, contact training@fm.utah.edu For C-Cure support, contact buildingaccess@fm.utah.edu
5978	On-Demand eCourse	C-Cure Operator Training 2024 - U Facilities	Learners will review how to navigate the C-Cure System. This training was previously held as a live session. Learners can expect to see pre-recorded videos reviewing the C-Cure System. For Bridge support, contact learning@fm.utah.edu For C-Cure support, contact buildingaccess@fm.utah.edu
3919	On-Demand eCourse	Chemical Dispenser Use - U Facilities	Learners will discover how to operate a wall mounted chemical dispenser safely. Contact training@fm.utah.edu for support.
1585	Live Training	CMS Basics Webinar - U Facilities	Learners will meet with CMS experts to go over basic operations and a Q&A. Contact training@fm.utah.edu for support.
3603	On-Demand eCourse	CMS Familiarization Workshop - U Facilities	Learners will tune in to a recorded live session of the CMS Familiarization Workshop with U Facilities. Questions can be directed to Chuck Masoka and Kim Collard. Contact training@fm.utah.edu for support.
6034	On-Demand eCourse	Cold Stress - U Facilities	Prepare to work in cold conditions by increasing your awareness of the signs and symptoms of cold stress, which includes hypothermia and frostbite. In this course, we'll review the most common forms of cold stress so you can easily identify them. In particular, you'll learn the signs and symptoms of hypothermia, frostbite, trench foot, and chilblains. You'll also learn about safe work practices to prevent cold stresses and discover how to respond in the event of a cold injury. Upon successful completion of this course, you'll know the different forms of cold stress as well as how to prevent and treat them. Open Sesame Course, contact training@fm.utah.edu with questions.
2578	On-Demand eCourse	Communication in a Masked World - U Facilities	A quick course with tips and tricks to increase effective communication while wearing a face mask. Contact training@fm.utah.edu for support.

5608	On-Demand eCourse	Communication Skills for Handling Complaints - U Facilities	<p>Do you ever find yourself feeling unsure or intimidated when faced with a dissatisfied customer? Skilled communication is the key, especially when it comes to handling complaints. In this course, you'll assess your ability to listen to a customer with a complaint. You'll learn to avoid common pitfalls of verbal communication and recognize the value of staying upbeat. Finally, you'll discover tips for maintaining positive nonverbal communication, even in challenging situations. After this course, you'll be ready to handle any customer complaint with ease and professionalism.</p> <p>This course is part of the Handling Complaints Pocketbook series, a series that provides tips and strategies for managing customer complaints.</p> <p>Open Sesame Course, contact training@fm.utah.edu with questions.</p>
3550	On-Demand eCourse	Confined Spaces Awareness - U Facilities	<p>Learners will discover how to identify a confined space, recognize the hazards in a confined space, who is permitted to enter confined spaces, and when and how to enter a confined space.</p> <p>Contact training@fm.utah.edu for support.</p>
1982	Live Training	Confined Spaces Certification: Classroom Session 2024 - U Facilities	<p>Learners will discover how to be safe when performing work in Level I, II, or III confined spaces.</p> <p>Contact training@fm.utah.edu for support.</p>
1983	Live Training	Confined Spaces Certification: Hands-On Session 2024 - U Facilities	<p>Learners will discover how to be safe when performing work in Level I, II, or III confined spaces and have an opportunity to demonstrate skills. Contact training@fm.utah.edu for support.</p>
106	Live Training	Custodial Onboarding Training - U Facilities	<p>This is in-person, hands-on training for safety, processes, and expectations for all new custodial employees. Contact training@fm.utah.edu for support.</p>
5605	On-Demand eCourse	Customer Relationship: Building Trust - U Facilities	<p>Building trust in your customers is an essential part of doing business and establishing customer loyalty. In this course, you'll learn the 3 keys to earning a customer's trust. You'll learn how to satisfy your customers, develop a real human relationship with them, and resolve difficult situations to maintain and deepen the relationships. As you continue to work at your customer relationships using these methods, you will eventually earn your customers' trust. This interactive course module is part of our Customer Relationship series, which covers the 5 cornerstones of customer relations. The 15-minute interactive course includes short videos, engaging exercises, and downloadable resources for a complete learning experience.</p> <p>Open Sesame Course, contact training@fm.utah.edu with questions.</p>

5940	On-Demand eCourse	Customer Service for Field Service Technicians - U Facilities	<p>Our Customer Service for Field Service Technicians course provides best practices and tips on delivering quality customer service. In this course, we will explain why providing great customer service is as important to your job as your technical skills. We will also talk about customer expectations regarding professionalism, product knowledge, communication, responsiveness and more, as well as how to meet and exceed those expectations when you're on service calls.</p> <p>This course includes a video presentation, downloadable supplementary material for future reference and a post-assessment test to review your knowledge.</p> <p>Open Sesame Course, contact training@fm.utah.edu with questions.</p>
3216	On-Demand eCourse	Defensive Driving - U Facilities	<p>This course includes information on university guidelines and best practices for operating University vehicles within U Facilities.</p> <p>Contact training@fm.utah.edu for support.</p>
6038	On-Demand eCourse	Developing A Strong Leadership Team - U Facilities	<p>Discover 3 effective strategies to build a cooperative and productive leadership team that serves as a model for the rest of your organization. You will learn how to build a solid working relationship with your fellow team members, create and maintain a shared vision for the project or organization, and set up clear procedures to meet objectives. Along with these key strategies, you will pick up 10 helpful tips that will assist your team in communicating, planning and acting more effectively.</p> <p>This course features engaging audio narration, a printable notepad and a final quiz to test your understanding of the material. Each section of the course can be printed for convenient reference and review.</p> <p>Open Sesame Course, contact training@fm.utah.edu with questions.</p>
5945	On-Demand eCourse	Developing Your Culture: Cross-Cultural Considerations - 01. What is Culture? - U Facilities	<p>Developing Your Culture: Cross-Cultural Considerations - 01. What is Culture? is a course designed to help you better understand the idea of culture and how it plays a part in your workplace. In this course, we define both workplace culture and culture as a broader term, and discuss how you can create a space where people from all cultures can thrive. Learning about other cultures takes patience, understanding and respect. We talk about why it's important to learn about various cultures in this video.</p> <p>Part of our Developing Your Culture series, this course delivers useful tips and advice through a short video and additional student materials for easy referencing.</p> <p>Open Sesame Course, contact training@fm.utah.edu with questions.</p>

5942	On-Demand eCourse	Developing Your Culture: Cross-Cultural Considerations - 02. What's Your Culture? - U Facilities	<p>Developing Your Culture: Cross-Cultural Considerations - 02. What's Your Culture? is an engaging and interactive course that takes you through a series of personal questions to help you better understand your own culture. These questions include topics such as family, where you live, where you work, how you spend your time, which religious, racial, political, or recreational groups you may belong to, and more. Through these questions, we hope you'll start to understand your own culture so that you may better understand the cultures of those around you.</p> <p>This course is part of our wider Developing Your Culture series, delivering useful information through an interactive video and downloadable student materials.</p> <p>Open Sesame Course, contact training@fm.utah.edu with questions.</p>
5943	On-Demand eCourse	Developing Your Culture: Cross-Cultural Considerations - 04. Workplace Basics - U Facilities	<p>This course, Developing Your Culture: Cross-Cultural Considerations - 04. Workplace Basics, is designed to help you engage respectfully and successfully with people of any culture, whether they are new coworkers, vendors, or partnering companies. Creating a workplace where people of all cultures feel safe and respected is extremely important. In this course, we discuss how you can do just that by being more aware, accepting, flexible, and willing to communicate in a positive and respectful manner.</p> <p>This eLearning course is part of our Developing Your Culture series of useful videos that will help you foster better relationships with the people around you. This video course includes downloadable student materials and a short exam so you can test your knowledge.</p> <p>Open Sesame Course, contact training@fm.utah.edu with questions.</p>
3196	On-Demand eCourse	Drill Press SOP - U Facilities	<p>In this training you will learn about, the Standard Operating Procedures for the use of a drill press.</p> <p>Contact training@fm.utah.edu for support.</p>
119	Live Training	Equipment Training: I-20 & I-22 Scrubber - U Facilities	<p>Learners will learn how to properly use and maintain Scrubbers. Contact training@fm.utah.edu for support.</p>
311	Live Training	Forklift Certification: Classroom Session - U Facilities	<p>In this training you will learn about forklift certification. This is the in-class session as part of the Certification Process. Operators must pass the exam and hands-on assessment to be certified.</p> <p>Contact training@fm.utah.edu for support.</p>
2056	Live Training	Forklift Certification: Hands-On Session - U Facilities	<p>Hands-on session as part of the Certification Process. Operators must pass the exam and hands-on assessment to be certified. Contact training@fm.utah.edu for support.</p>
2799	On-Demand eCourse	Hand and Power Tool Safety - U Facilities	<p>Learners will discover how to safely operate Hand and Power tools.</p> <p>Contact training@fm.utah.edu for support.</p>
5941	On-Demand eCourse	Hazard vs. Risk - U Facilities	<p>The words hazard and risk are sometimes used interchangeably, but there are significant differences between the two. Understanding this difference helps you to identify hazards and focus on reducing risk effectively. In this video toolbox talk, those differences are illustrated quickly and simply.</p> <p>Open Sesame Course, contact training@fm.utah.edu with questions.</p>

5826	On-Demand eCourse	Heat Illness Prevention - U Facilities	Workplace heat illnesses are on the rise year after year. In this video toolbox talk, we provide practical tips to prevent heat illnesses, recognize signs and symptoms, and take action to ensure heat illnesses do not become a medical emergency. Open Sesame Course, contact training@fm.utah.edu with questions.
299	Live Training	IHS Training - U Facilities	In this training you will learn about Intermountain Hydronic Systems - Safety, Operation & Maintenance. Contact training@fm.utah.edu for support.
6030	On-Demand eCourse	Internal Customer Service: Personal Support and Conflict - U Facilities	Provide support and avoid conflict by being approachable and contactable. Have mechanisms in place to deal with conflicts of interest if they arise. Understand each other's needs and work together to solve problems. Be flexible with systems and procedures. Encourage initiative and give praise to others. Open Sesame Course, contact training@fm.utah.edu with questions.
6036	On-Demand eCourse	Introduction to Data Analysis with Excel - U Facilities	In this course, you will learn how to use the key features of Microsoft Excel that make it such an essential tool for data analytics. Using the data analysis and visualization features native to Excel, you will be able to extract maximum value from the information your organization collects. you'll begin with the fundamentals then dive into all you need to understand about spreadsheets, from layout to applications. you'll gain crucial skills in a variety of concepts, including exploring formulas, cleaning data and identifying data attributes. After finishing this course, you'll know how to analyze data using Excel and tackle complicated criteria. you'll master how to use Excel charts to depict data, relationships and potential outcomes, as well as be able to use the what-if functionality of the Analysis ToolPak add-in that comes with Excel. Open Sesame Course, contact training@fm.utah.edu with questions.
2205	On-Demand eCourse	Kronos (Spanish) - U Facilities	This course is an overview of the Kronos system to support any Spanish speaking employees in Facilities. Specifically, for employees clocking in and out for their shifts daily. (17 minute course) Contact training@fm.utah.edu for support.
6033	On-Demand eCourse	Lead the Way: Building Leadership Capability - U Facilities	Drive your organization's future success by knowing how to build an effective internal succession plan that continually produces strong leadership candidates. In this course, you will learn the 7 strategies needed to grow your base of up-and-coming leaders. A short self-assessment helps you understand your business's strengths and shortfalls in this area, and you will learn what it takes to introduce a succession plan that actually works. Open Sesame Course, contact training@fm.utah.edu with questions.
4959	On-Demand eCourse	MEWP Frequency, Forms, and Familiarization - U Facilities	Managers of MEWP Operators will take this course annually to learn and reinforce their role in safe MEWP Operation on University Campus. Contact training@fm.utah.edu for support.

4996	On-Demand eCourse	MEWP Group A Type 3 Inspection and Risk Assessment - U Facilities	Here you will learn how to inspect a Group A Type 3 Mobile Elevated Work Platform and perform a Risk Assessment. Contact training@fm.utah.edu for support.
3109	On-Demand eCourse	MEWP Group B Type 3 Inspection - U Facilities	Learners will discover how to use an Inspection Form to inspect a Group B Type 3 MEWP. Contact training@fm.utah.edu for support.
615	Live Training	MEWP Operator Hands-on: Group A Type 1&3 - U Facilities	This hands-on session is the final step to becoming MEWP Operator Certified for U Facilities for Group A Type 1 & 3. This class has pre-requisites. Contact training@fm.utah.edu for support.
845	Live Training	MEWP Operator Hands-on: Group B Type 3 - U Facilities	Hands-on Training with a Group B Type 3 MEWP. Contact training@fm.utah.edu for support.
846	Live Training	MEWP Train-the-Trainer - U Facilities	Learners will be taught how to train groups of people on MEWP's. Contact training@fm.utah.edu for support.
5944	On-Demand eCourse	Pallet Jack Safety: Introduction - U Facilities	Focusing on pallet jack safety, this course reviews the hazards of operating pallet jacks incorrectly and explains the proper method for safely operating this machinery. To begin, You'll learn about the key components and differences between electric and manual pallet jacks. You'll then explore the potential hazards of operating pallet jacks and gain helpful tips on how to prevent such accidents. You'll learn the correct methods for operating pallet jacks and how to correctly load, unload, and transport palletized loads so as to avoid injury and property damage. This introductory course features clear and easy-to-understand instructions to enhance your understanding of pallet jack safety. Open Sesame Course, contact training@fm.utah.edu with questions.
3199	On-Demand eCourse	Pipe Threader SOP - U Facilities	In this training you will learn about, the Standard Operating Procedures for the use of a pipe threader. Contact training@fm.utah.edu for support.
5606	On-Demand eCourse	Principles of Effective Business Writing - U Facilities	Business writing is key to communication in your professional life. With time intensive workdays, it is important to ensure that your business communication is short but succinct. In this lesson, you will learn specific tips and tricks to effective business writing to polish your business communication. Open Sesame Course, contact training@fm.utah.edu with questions.

6031	On-Demand eCourse	Project Management SWOT - U Facilities	<p>Project Management SWOT is a course to assist project managers and teams to give their projects a better chance of success by implementing a powerful strategic planning technique known as a SWOT analysis. It is especially helpful if you have an objective, a decision or question you want to answer or when your business seeks to gain a competitive advantage over rivals.</p> <p>Once this course is completed you will have learned that a SWOT analysis consists of knowing your project's Strengths, Weaknesses, Opportunities and Threats. This useful tool will help you determine the internal and external factors affecting your project or business and clarify your project's purpose and execution.</p> <p>Open Sesame Course, contact training@fm.utah.edu with questions.</p>
4676	On-Demand eCourse	Recycling Training for Custodians - U Facilities	<p>Learners will discover the recycling process as Custodians for the University of Utah U Facilities Department. Available in English, Spanish, French, Nepali, and Russian languages.</p> <p>Contact training@fm.utah.edu for support.</p>
5609	On-Demand eCourse	Respect at Work: One Person's Banter is Another Person's Bullying - U Facilities	<p>Immediately challenge sexual comments or jokes about employees' appearance. Consider the impact of your behavior on bystanders. If you see something at odds with your values or policies, don't wait to see if someone is upset, challenge it immediately. Support your colleagues if you witness harassment, bullying or other inappropriate behavior.</p> <p>Open Sesame Course, contact training@fm.utah.edu with questions.</p>
3177	On-Demand eCourse	Setting up Auto-Reports on Bridge - U Facilities	<p>Managers will learn to set up automatic emails from Bridge with reports regarding employee progress in multiple Bridge courses.</p> <p>Contact training@fm.utah.edu for support.</p>
6032	On-Demand eCourse	Skills for Managers: Develop People Skills - U Facilities	<p>Skills for Managers: Develop People Skills is a course providing practical examples of people skills required by managers. Managers need to understand how to motivate their people and improve their engagement with their work. In this course, psychologists Peter Quarry and Eve Ash explain how managers should build and demonstrate their own people skills and almost be like psychologists to bring out the best in their teams. Managers need to take time out to talk to each member of their team to discover their learning and development needs, what motivates them, how they will tackle challenges and what kind of supervision style will work best.</p> <p>Open Sesame Course, contact training@fm.utah.edu with questions.</p>
6020	On-Demand eCourse	Surveillance Training 2024 - U Facilities	<p>This course is designed for individuals who are responsible for monitoring and analyzing footage from surveillance cameras.</p> <p>Participants can expect to learn effective monitoring techniques, how to find video, and how to export footage to ensure the safety and security of the premises they oversee.</p> <p>For Bridge support, contact training@fm.utah.edu</p> <p>For Surveillance support, contact UFacSurveillance@fm.utah.edu</p>
2116	On-Demand eCourse	Swiping the Time Clock (Kronos) - U Facilities	<p>Facilities Time Clock Swipe instructions</p> <p>Contact training@fm.utah.edu for support.</p>

3198	On-Demand eCourse	Table Saw SOP - U Facilities	In this training you will learn about, the Standard Operating Procedures for the use of a Table Saw. Contact training@fm.utah.edu for support.
6039	On-Demand eCourse	Team Problem Solving - U Facilities	Avoid wasting time and ensure your team works together effectively by leveraging the information and strategies outlined in this Team Problem Solving course. You'll learn how to promote collaboration between members your team and how to manage team interactions. You'll examine a standard process for ensuring your team works together to solve problems. You'll also discover how to develop and implement solutions, monitor progress and track results. This course features a narrated slideshow that walks you through learning concepts and objectives in detail for a user-friendly learning experience. It includes quizzes for assessment and downloadable student resources such as diagrams, analyses, checklists and plans. Open Sesame Course, contact training@fm.utah.edu with questions.
5607	On-Demand eCourse	The Incident Pyramid - U Facilities	The Incident Pyramid, also known as Heinrich's Pyramid, is a simple illustration that explains the relationship between near misses, minor injuries, and major injuries/fatalities. In this video toolbox talk, we look at the incident pyramid and how it applies to workplace safety today. Open Sesame Course, contact training@fm.utah.edu with questions.
4158	On-Demand eCourse	Trench Safety Awareness - U Facilities	This course will cover common hazards, soil classifications, soil mechanics, types of collapses, protection systems, safe work practices, and what to do in case of an emergency. Contact training@fm.utah.edu for support.
2243	On-Demand eCourse	Upright Vacuum - U Facilities - Custodial	This course is for U Facilities staff working with upright vacuums on a regular basis. This course covers maintenance and troubleshooting steps. Contact training@fm.utah.edu for support.

6037	On-Demand eCourse	Use AI To Increase Productivity In Business - U Facilities	<p>Are you looking to leverage new technology to boost productivity at work? Would you like to learn how to optimize your business processes to become more efficient? Do you need help to scale your business to improve ROI? If so, this is the course for you!</p> <p>In the business world today, generative AI has seen advances that could mean great things for small and large businesses. This new technology uses neural networks to engage in human-like behaviors, which could benefit companies like yours looking to scale their operations while reducing costs. With the correct implementation, you can expect to see reduced time for your workers to complete tasks, while also boosting customer satisfaction. Considering that a study showed almost 90% of companies believe AI is important in achieving revenue growth, increased operational efficiency, and improved customer experience, it is imperative your business follows the trend.</p> <p>Throughout six short video-based lectures, we will delve into the transformative power of generative AI and its immense potential to elevate your company's productivity to new heights. We begin by understanding the core concepts of generative AI and how it can be strategically implemented to drive innovation and efficiency within your organization. Next, we explore the vital distinction between growth and scaling, equipping you with the knowledge to make well-informed decisions that will fuel your business expansion. Moreover, we address the critical aspect of maximizing revenue while minimizing costs, and presenting effective strategies to achieve sustainable financial success.</p> <p>Open Sesame Course, contact training@fm.utah.edu with questions.</p>
2957	On-Demand eCourse	UShop for Brady Purchases - Approvals - U Facilities	<p>This course will walk you through how to approve a submitted order from Brady in UShop. Contact training@fm.utah.edu for support.</p>
2956	On-Demand eCourse	UShop for Brady Purchases - Default Settings - U Facilities	<p>This UShop course is specifically for U Facilities Employees. It will walk you through how to set up your default settings to purchase Brady supplies. Contact training@fm.utah.edu for support.</p>
2955	On-Demand eCourse	UShop for Brady Purchases Shopping U Facilities	<p>This course will walk you through how to submit an order from Brady into UShop. Contact training@fm.utah.edu with any questions.</p>
3195	On-Demand eCourse	Using Hand-Operated Power Tools SOP - U Facilities	<p>In this training you will learn about, the Standard Operating Procedures for the use of hand operated power tools. Contact training@fm.utah.edu for support.</p>
2636	On-Demand eCourse	Vomit and Diarrhea Cleanup Process - U Facilities	<p>Learners will discover how to clean up vomit and diarrhea safely. Contact training@fm.utah.edu for support.</p>
4744	On-Demand eCourse	Waste and Recycling Training - U Facilities	<p>Learners will discover the process for Waste and Recycling removal on University of Utah Campus. They will learn how they contribute to make our Recycling Program successful. Contact training@fm.utah.edu for support.</p>
3083	On-Demand eCourse	Water Shut off Training - U Facilities	<p>Learners will discover how to turn off water to restroom fixtures. Contact training@fm.utah.edu for support.</p>

Financial Services (Accounting & Reporting, Purchasing, Travel)

4798	On-Demand eCourse	Accounting at the U - Financial Services	This training course will provide an introduction to the accounting structure at the University of Utah and prepare you for future training offered by the division of Financial Services. For issues accessing/completing the course, contact Desmond Vest at d.vest@admin.utah.edu .
4802	On-Demand eCourse	Accounting Basics - Financial Services	This training course will provide an understanding of the general ledger, stages of the accounting cycle and accounting key terms. For issues accessing/completing the course, contact Desmond Vest at d.vest@admin.utah.edu .
5971	On-Demand eCourse	Concur Travel Navigation - Financial Services	This online course covers the basic navigation of Concur. For issues accessing/completing the course, contact Desmond Vest at d.vest@admin.utah.edu .
4806	On-Demand eCourse	Evidence of Review - Financial Services	This course covers the Evidence of Review process for Activities and Projects, including the steps for completing it. For issues accessing/completing the course, contact Desmond Vest at d.vest@admin.utah.edu .
4805	On-Demand eCourse	Introduction to Management Reports - Financial Services	This course covers the navigation and interpretation of management reports used for reviewing and reconciling transactions for Activities and Projects. For issues accessing/completing the course, contact Desmond Vest at d.vest@admin.utah.edu .
424	Live Training	Multi-Stage Bid and RFP Training (Financial Services)	This training class is recommended for University department employees who may be conducting solicitations using the multi-stage bid or RFP process. It will help them prepare and better understand the two common types of solicitations used to procure products and services over \$50,000. This class will provide information to help distinguish between the different types of procurement processes and how to select the best method. The training session will be interactive and allow for questions along the way Please contact Colette Brown or Trent Blair of the Purchasing Department at 801-581-7241 or cbrown@purchasing.utah.edu with any questions.
1383	On-Demand eCourse	PCI DSS Annual Training (Financial Services)	Learn the best practices for payment card acceptance. Content by Income Accounting & Student Loan Services. Please contact Stu Schrage (stu.schrager@income.utah.edu) with questions.
5970	On-Demand eCourse	Plan Travel Part 1: Pre-Travel Tasks (Arranger) - Financial Services	This online course covers the steps that should be completed before booking travel. Course content is geared towards travel arrangers. See the "Traveler" version for content geared towards travelers. For issues accessing/completing the course, contact Desmond Vest at d.vest@admin.utah.edu .
5969	On-Demand eCourse	Plan Travel Part 1: Pre-Travel Tasks (Traveler) - Financial Services	This online course covers the steps that should be completed before booking travel. Course content is geared towards travelers. See the "Arranger" version for content geared towards travel arrangers. For issues accessing/completing the course, contact Desmond Vest at d.vest@admin.utah.edu .

5975	On-Demand eCourse	Plan Travel Part 2: Request and Book (Arranger) - Financial Services	This online course provides users with the steps to complete a pre-trip request and book travel (flights, hotels, and rental cars) through Concur. Course content is geared towards travel arrangers. See the "Traveler" version for content geared towards travelers. For issues accessing/completing the course, contact Desmond Vest at d.vest@admin.utah.edu.
5974	On-Demand eCourse	Plan Travel Part 2: Request and Book (Traveler) - Financial Services	This online course provides users with the steps to complete a pre-trip request and book travel (flights, hotels, and rental cars) through Concur. Course content is geared towards travelers. See the "Arranger" version for content geared towards traveler arrangers. For issues accessing/completing the course, contact Desmond Vest at d.vest@admin.utah.edu.
178	Live Training	Procurement & Payment Basics (Financial Services)	This course will help university employees understand and use appropriate forms and processes to purchase and pay for the goods and services used to conduct university business. Topics include procurement and payment policy, procedures and methods including requisitions, bidding, purchase orders, purchasing cards, payment requests, campus orders, limited purchase orders at other options. Please contact Colette Brown with questions about the course at cbrown@purchasing.utah.edu.
600	Live Training	Purchasing Card Reallocator Training (Financial Services)	In this training you will learn about, the rules regarding purchasing card reallocation. Please call 801-587-7859 or email pcard@purchasing.utah.edu with any questions
599	Live Training	Purchasing Card Training (Financial Services)	In this training you will learn about, the rules and regulations regarding a purchasing card. Please call 801-587-7859 or email pcard@purchasing.utah.edu with any questions.
833	Live Training	Sole Source Training - Purchasing on Campus - Financial Services	The Sole Source Training class will help university employees understand and use appropriate sole source and non-standard procurement forms and processes to purchase and pay for goods and services used to conduct university business. Topics include sole source procurement policies, options, criteria, approvals, timing, and FAQ's. Contact Anthony Ferrara for any questions (aferrara@purchasing.utah.edu).
5968	On-Demand eCourse	Travel at the U (Arranger) - Financial Services	This online course provides an overview of the university's travel process and an introduction to the FS Travel Accounting team/Christopherson Business Travel (CBT). Course content is geared towards travel arrangers. See the "Traveler" version for content geared towards travelers. For issues accessing/completing the course, contact Desmond Vest at d.vest@admin.utah.edu.
5966	On-Demand eCourse	Travel at the U (Traveler) - Financial Services	This online course provides an overview of the university's travel process and an introduction to the FS Travel Accounting team/Christopherson Business Travel (CBT). Course content is geared towards travelers. See the "Arranger" version for content geared towards travel arrangers. For issues accessing/completing the course, contact Desmond Vest at d.vest@admin.utah.edu.

Housing & Residential Education (HRE)

570	Live Training	Active Shooter Preparedness Training - Housing & Residential Education (HRE)	Participants will review an online video that is available to all members of the campus community that provides information about how to deal with an active shooter situation. A presentation, with video screening, from University Safety is also available. Contact: Aniko P. Fuoco at afuoco@housing.utah.edu .
1116	Live Training	Bystander Intervention Training - Housing & Residential Education (HRE)	Participants are provided information about safety and well-being, including where to report concerns and what resources are available to students for a variety of issues. Robust safety and training resources can be found online at safeu.utah.edu . Contact: Aniko P. Fuoco at afuoco@housing.utah.edu .
653	Live Training	Evacuation Chair Training - Housing & Residential Education (HRE)	Participants will ensure consistency in purchasing, placement, training, maintenance and testing, accountability and departmental oversight of emergency evacuation chairs on all University of Utah properties. The University of Utah emergency evacuation chair program will apply to individuals trained in the proper use of an emergency evacuation chair, campus volunteer emergency assistants and first responders; campus departments with emergency evacuation chairs currently in place; and departments that are considering, or in the process of purchasing, emergency evacuation chairs. Contact: Aniko P. Fuoco at afuoco@housing.utah.edu .
319	Live Training	OEO/Sexual Misconduct/Title IX Training - Housing & Residential Education (HRE)	Participants will learn and review sexual misconduct and Title IX policies, procedures, and resources that are in place to take immediate and appropriate steps to remedy violations of University policy and the university will take steps to end or eliminate the hostile environment, prevent its recurrence and to remedy the effects, as appropriate under each individual's circumstances. This live training is taught by the University of Utah Department of Equal Opportunity and Affirmative Action. Contact: Aniko P. Fuoco at afuoco@housing.utah.edu .
509	Live Training	Stop The Bleed/AED Training - Housing & Residential Education (HRE)	Participants will learn and review how to "Stop The Bleed" in an emergency, as well as learn how to access and safely use as AED device. Locations of AED devices in Housing and Residential Education building's is also reviewed. Contact: Aniko P. Fuoco at afuoco@housing.utah.edu .
1184	Live Training	Supporting Students In Distress Training - Housing & Residential Education (HRE)	Participants will learn how to best support students in distress, empower them to regain control, and learn more about how to refer students to helpful resources on campus. In partnership with the Office of the Dean of Students and the University Counseling Center. Contact: Aniko P. Fuoco at afuoco@housing.utah.edu .

513	Live Training	UUPM and Giving & Receiving Feedback Training - Housing & Residential Education (HRE)	Participants how university departments are expected to conduct regular performance management discussions and evaluations with staff members as part of a performance management plan. A performance management plan may include regular meetings to set and review expectations, an annual performance evaluation, training needs assessment, and goal setting. Contact: Aniko P. Fuoco at afuoco@housing.utah.edu .
Information Security Office (ISO, UIT)			
473	On-Demand eCourse	Access Review (UIT)	The University's Information Security Office has implemented a new process requiring all managers to review their employees' access to an identified list of applications. This training module provides an overview of the home page, how to open a user access review, how to review user accounts, how to delegate your review to another person, and how to contact the appropriate support team with any issues with Access Review process within (IIQ). Contact uit@utah.edu with any questions.
3211	On-Demand eCourse	E911 Location Management - Avaya Softphones (UIT)	To better assist emergency responders as they attempt to locate members of the University of Utah community who dial 911, and to comply with federal rules and E911 regulations (e.g., Kari's Law and Ray Baum's Act), U staff, faculty, and health care workers on- and/or off-site must provide location information when calling 911 on a softphone. Contact James Rice james.rice@utah.edu or UIT.
3210	On-Demand eCourse	E911 Location Management - Teams (UIT)	To better assist emergency responders as they attempt to locate members of the University of Utah community who dial 911, and to comply with federal rules and E911 regulations (e.g., Kari's Law and Ray Baum's Act), U staff, faculty, and health care workers on- and/or off-site must provide location information when calling 911 on a softphone. For questions contact James Rice james.rice@utah.edu or UIT.
555	On-Demand eCourse	Information Security Awareness (ISO)	This course covers the University's information security policies and how you can safely utilize the University's resources and data. Contact iso-grc@utah.edu with any questions.
775	On-Demand eCourse	Information Security Training (ISO)	This course covers basic information security habits and educates employees on the requirements of Information Security Policy 4-004. Contact iso-grc@utah.edu with any questions.
942	On-Demand eCourse	Information Security Training: Social Engineering (ISO)	This course covers basic information security habits and educates employees on the requirements of Information Security Policy 4-004. Contact iso-grc@utah.edu with any questions.

2717	On-Demand eCourse	Modern Campus CMS Basic Training - UIT - USS - Web Support & Usability	This course is for anyone who is editing their website on the Modern Campus CMS platform. In this course, you'll learn how to: Log in to the CMS Navigate the Interface Site Structure and Elements Create and Edit Pages Page Formatting Upload and Edit Files Additional resources, best practices, and information about the University Webmasters Community of Practice will also be provided. For questions about this course, please contact the Web Support & Usability Team at websupport@lists.utah.edu .
1230	On-Demand eCourse	NEO - ISO	This course covers basic information security habits and educates employees on the requirements of Information Security Policy 4-004. Contact iso-grc@utah.edu with any questions.
3119	On-Demand eCourse	Public Safety Information Security Training (ISO)	This course covers basic information security habits and educates employees on the requirements of Information Security Policy 4-004. Contact iso-grc@utah.edu with any questions.
578	On-Demand eCourse	Using Duo for Two-Factor Authentication (UIT)	This course will cover how to register your device for Duo and how to use Duo to access University websites. Contact uit@utah.edu with questions.

Office of Equal Opportunity & Affirmative Action (OEO)

2279	On-Demand eCourse	Addressing Discrimination and Sexual Misconduct on Campus Appropriate Work Conduct (OEO)	Annual compliance training that covers the University of Utah nondiscrimination and sexual misconduct policies. Includes information about sexual misconduct, Title IX, reporting misconduct, ADA and religious accommodations and how to create a safe campus. Developed by OEO. (Updated October 2020) For questions regarding this training reach out to oeo@utah.edu .
2958	On-Demand eCourse	Manager's Guide to ADA and Workplace Accommodations (OEO)	In this training you will learn about the institution's responsibility to provide reasonable accommodations. This training will cover employees' rights regarding the Americans with Disabilities Act and how leaders can prevent discrimination. This includes recommendations for managers on responding to requests and referring to HR for accommodation support. Contact oeo@utah.edu with questions.
1487	On-Demand eCourse	Mandatory Reporting for Employees (OEO)	In this course you will learn the requirements for reporting sexual misconduct according to the University Sexual Misconduct Complaint Process Rule 1-102B. Additional responsibility to reporting according to the Clery Act. Contact oeo@utah.edu with questions.

Office of Sponsored Projects (OSP)

544	On-Demand eCourse	Audit Requirements for Federal Awards (OSP)	Federal Regulations and Cost Principles - Module 2: Learn about audit requirements for federal awards. (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
533	On-Demand eCourse	Award & PI Transfers (OSP)	Post-Award Management - Module 4: Learn about award & principal investigator transfers (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
534	On-Demand eCourse	Award Modifications, Extensions and Closeout (OSP)	Post-Award Management - Module 3: Learn about award modifications, extensions and closeouts (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
536	On-Demand eCourse	Award Process (OSP)	Grant and Award Management - Module 1: Learn about the award process (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
541	On-Demand eCourse	Cayuse 424 (OSP)	OSP Fundamentals - Module 3: How to Complete an Application in Cayuse 424 (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
540	On-Demand eCourse	Components of a Proposal (OSP)	Proposal & Budget Preparation - Module 1: Learn about components of a proposal (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
539	On-Demand eCourse	Developing & Preparing the Budget (OSP)	Proposal & Budget Preparation - Module 2: Learn about developing and preparing the budget (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
1351	On-Demand eCourse	How to Request an Award Modification Setup in eAward (OSP)	This 5 min video provides instruction on how to request, through e-Award, that OSP process a fully executed or authorized award modification to an existing project. This video supplements OSP's Module 3: Award Modifications, Extensions and Closeouts: Post-Award Management. (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
1347	On-Demand eCourse	Introduction to Agiloft (OSP)	This course provides an overview of Agiloft, the University's contract management suite. (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
1608	On-Demand eCourse	Introduction to eAward (OSP)	This video provides a brief introduction to e-Award, a CIS application developed by OSP to make the coordination of grant and contract post-award work easier, faster, and more transparent. This video supplements OSP's Module 1: The Award Process (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
2157	On-Demand eCourse	Introduction to the Office of Sponsored Projects (OSP)	This short video provides an introduction to the Office of Sponsored Projects. (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
535	On-Demand eCourse	Issuing Subawards and Subrecipient Monitoring (OSP)	Grant and Award Management - Module 2: Learn about issuing subawards and subrecipient monitoring (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
1609	On-Demand eCourse	New Award Setup in eAward (OSP)	This 4 minute video walks you through how to initiate a new award setup request transaction in e-Award. This video supplements OSP's Module 1: The Award Process (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
543	On-Demand eCourse	OSP Overview (OSP)	OSP Fundamentals - Module 1: Learn about an overview of OSP Fundamentals (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)

537	On-Demand eCourse	Special Approvals, Submitting the Proposal and Planning (OSP)	Proposal and Budget Preparation - Module 4: Learn about special approvals, submitting the proposal and planning review (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
828	On-Demand eCourse	Subaward Out Transaction in eAward (OSP)	This short video provides instruction on how to request, through e-Award, that OSP issue a new subaward for work to be conducted by an institution or organization outside the University of Utah. (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
542	On-Demand eCourse	The Grant Life Cycle (OSP)	OSP Fundamentals - Module 2: Learn about the introduction to the grant life cycle (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
545	On-Demand eCourse	Uniform Administrative Requirements for Federal Awards (OSP)	Federal Regulations and Cost Principles - Module 1: Learn about uniform administrative requirements for federal awards (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
538	On-Demand eCourse	Writing the Budget Justification (OSP)	Proposal and Budget Preparation - Module 3: Learn about writing the budget justification (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)

Registrar

1226	On-Demand eCourse	FERPA (Registrar)	This allows learners to view the FERPA training and provide acknowledgement of completion for FERPA certification through the Office of the Registrar. Contact the Office of the Registrar at registrar@utah.edu with any questions.
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Rocky Mountain Center for Occupational Environmental Health (RMCOEH)

1352	On-Demand eCourse	Active Shooter Preparedness (RMCOEH)	Learn when and how to escape, how to hide and barricade, and what to do if fighting is an option. Produced by the Rocky Mountain Center for Occupational and Environmental Health at the University of Utah. Contact RMCOEH with any questions: 801-581-4800 https://rmcoeh.com/
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Student Affairs (SA)

5981	On-Demand eCourse	Introduction to Qualtrics and Surveys - SA	<p>This course provides a comprehensive introduction to using Qualtrics to enhance student affairs initiatives. Participants will learn how to leverage the platform's tools to create effective and engaging surveys designed to gather valuable insights.</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> Explain the purpose and benefits of using Qualtrics for student affairs initiatives. Understand basic survey design principles to create more effective surveys. Identify key functionalities of the Qualtrics platform relevant to student affairs. Navigate the Qualtrics interface confidently. Create basic surveys in Qualtrics, including adding various question types. Format surveys for optimal readability and accessibility. <p>Throughout the course, participants will be guided through the Qualtrics interface, gaining the skills necessary to effectively utilize the platform in their student affairs roles.</p> <p>For more information, please contact assessment@sa.utah.edu.</p>
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University of Utah Health Academics (UUHA, UHealth, HCI, ULEB, PARCKA, UMB)

3954	On-Demand eCourse	Antimicrobial Stewardship (AMS) for Providers Annual Training (UHealth)	<p>This is a health annual compliance course for hospital accreditation. Reviews antimicrobial stewardship practices and guidelines for providers and other clinical staff. (Updated January 2024)</p> <p>Contact email: uuha-compliance@utah.edu</p>
3061	On-Demand eCourse	Assessment - Infor Lawson (UHealth)	<p>This course assesses users on how to use the Infor Lawson requisition ordering tool.</p> <p>Contact email: bill.garcia@hsc.utah.edu</p>
3652	On-Demand eCourse	Attestation Modifiers - Coding Practice (UMB)	<p>Upon completing this course, Coders will be able to identify the correct attestation modifiers.</p> <p>For questions regarding this course reach out to umb.training@hsc.utah.edu.</p>
5973	On-Demand eCourse	Bariatrics: Cultural Sensitivity for Patients with Obesity (UHealth)	<p>This course will go over understanding and awareness when caring for patients with obesity.</p> <p>Course contact: uuha-compliance@utah.edu</p>
4998	On-Demand eCourse	Better U Action Plan Walkthrough (UHealth)	<p>This course will review the Action Plan tool in the BetterU program.</p> <p>Contact email: betteru@hsc.utah.edu</p>
5001	On-Demand eCourse	Better U Dashboard Walkthrough (UHealth)	<p>This course will review the BetterU Dashboard.</p> <p>Contact email: betteru@hsc.utah.edu</p>
4999	On-Demand eCourse	Better U Idea Board Walkthrough (UHealth)	<p>This course will review how to use the Idea Board tool in the BetterU Dashboard.</p> <p>Contact email: betteru@hsc.utah.edu</p>
5000	On-Demand eCourse	Better U Survey Leader Overview (UHealth)	<p>This course will review information geared towards leaders in regards to the BetterU Survey.</p> <p>Contact email: betteru@hsc.utah.edu</p>
4854	On-Demand eCourse	Better U Survey Overview (UHealth)	<p>Learn key information about the Better U Survey so you can engage in the process.</p> <p>Reach out to betteru@hsc.utah.edu with any questions.</p>

4443	On-Demand eCourse	Blood Transfusion Education (UHealth)	All physicians (attendings, residents, and fellows) and APCs that make decisions to transfuse patients or perform transfusions. This includes the following departments: Anesthesiology, Emergency Medicine, Internal Medicine, Neurology, Neurosurgery, Obstetrics & Gynecology, Orthopedic Surgery, Otolaryngology (head & neck surgery), Radiology (interventional and neuroradiology), and Surgery. Contact Ryan Metcalf (ryan.metcalf@path.utah.edu) with questions.
1682	On-Demand eCourse	Bloodborne Pathogen Exposure & Needlestick Prevention Annual Training (UHealth)	This is a health annual compliance course for hospital accreditation. Reviews hospital policy and process for prevention of needlestick injuries and exposures. (Updated: January 2024) Contact email: uuha-compliance@utah.edu
3071	On-Demand eCourse	CALM for Suicide Prevention - Utah (UHealth)	Putting time and distance between a person in crisis and a potentially fatal means of attempting suicide is one of the most effective suicide prevention strategies. Reducing access to lethal means, such as firearms and medication, can determine whether a person at risk for suicide lives or dies. Counseling on Access to Lethal Means (CALM) is a one-hour course that teaches how to have effective and sensitive conversations with at-risk patients regarding their access to firearms and other highly fatal methods. The course covers how to: (1) identify people who could benefit from lethal means counseling, (2) ask about their access to lethal methods, and (3) work with them, and their families, to reduce access. Sponsored by Intermountain. Part of the Zero Suicide Initiative. Contact Emily Sullivan (emily.sullivan@dps.utah.edu). Updated March 2023
3410	On-Demand eCourse	Central Line Training Course for Advance Practice Clinicians (UHealth)	This course is designed for new hires in the HICU/MICU Pulmonary APC Group. For questions, please contact Danielle Fall (danielle.fall@hci.utah.edu).
5233	On-Demand eCourse	CRM Storyboard and Call Hub (UHealth)	This training can be used by anyone in University of Utah Health to understand the new Cheers CRM coming on January 30, 2024. This is part 2 of 2. Contact Stacy Parker with any questions regarding this content (stacy.parker@hsc.utah.edu).
3221	On-Demand eCourse	DMAIC: A Problem-Solving Tool (UMB)	Learn about an effective Lean Six-Sigma problem-solving tool. For questions regarding this course reach out to umb.training@hsc.utah.edu.
3644	On-Demand eCourse	Emergency Management Annual Training (UHealth)	This is a health annual compliance course for hospital accreditation. Reviews hospital policy and process for emergency codes, evacuation procedures, etc. This lesson satisfies the annual training requirement for OSHA regulations 1910.38 and 1910.157. (Updated January 2024) Contact email: uuha-compliance@utah.edu
2757	On-Demand eCourse	ENT Coding Practice - Module 1 (UMB)	Upon completing this course, Coders will be able to identify the correct Ear, Nose, Throat (ENT) codes when reviewing a physician's operative report. For questions regarding this course reach out to umb.training@hsc.utah.edu.

4331	On-Demand eCourse	Epic Hyperspace: An Architectural Tour (UMB)	This course provides an overview of the Epic user interface and gives the learner practice using this important billing tool. For questions regarding this course reach out to umb.training@hsc.utah.edu .
2725	On-Demand eCourse	Epic Upgrade - Inquiry for Claims & Insurance Follow-Up Webinar (UMB)	Includes a brief history of inquiry, navigating TX inquiry with views, filters, details, TX history. This webinar also covers information for 2007 users, however, there is more valuable information on claim edit and follow-up work queues, charge corrections, authorization and coverage updates (retro). For questions regarding this course reach out to umb.training@hsc.utah.edu .
2727	On-Demand eCourse	Epic Upgrade - Inquiry for Credits (UMB)	Includes a brief history of inquiry, navigating TX inquiry with views, filters, details, TX history and inquiry workflows for credits with credit WQ integration, refunds and PLBs. For questions regarding this course reach out to umb.training@hsc.utah.edu .
2729	On-Demand eCourse	Epic Upgrade - Inquiry for Customer Service & SP (UMB)	Includes a brief history of inquiry, navigating TX inquiry with views, filters, details, TX history and inquiry workflows for self-pay. For questions regarding this course reach out to umb.training@hsc.utah.edu .
2728	On-Demand eCourse	Epic Upgrade - Inquiry Overview (UMB)	Including a general history of inquiry, general changes that apply to everyone, changes from 2015 inquiry and changes from 2007 TX inquiry. For questions regarding this course reach out to umb.training@hsc.utah.edu .
4669	On-Demand eCourse	Estándares de Promesa 6 de 7: Seguridad (UHealth)	Los Estándares de Promesa demuestran los valores fundamentales de University of Utah Health. La "S" de PROMISE nos recuerda que debemos practicar la seguridad en nuestro trabajo diario. Pero, ¿qué significa eso en la práctica? En este módulo, aprenderá tres comportamientos para practicar la seguridad y las acciones específicas que puede tomar para contribuir a una cultura de seguridad todos los días. Email de contacto: HospitalHR@utah.edu
4120	On-Demand eCourse	Estándares de Promesa 1 de 7: Centrado en las Personas (UHealth)	Los Estándares de Promesa demuestran los valores fundamentales de University of Utah Health. La "P" de PROMISE nos recuerda que debemos centrarnos en las personas en nuestro trabajo diario. Pero, ¿qué significa eso en la práctica? En este módulo, aprenderá tres comportamientos centrados en las personas y las acciones específicas que puede tomar para contribuir a una cultura centrada en las personas todos los días. Email de contacto: HospitalHR@utah.edu
4124	On-Demand eCourse	Estándares de Promesa 2 de 7: Respeto (UHealth)	Los Estándares de Promesa demuestran los valores fundamentales de University of Utah Health. La "R" de PROMISE nos recuerda que debemos practicar el respeto en nuestro trabajo diario. Pero, ¿qué significa eso en la práctica? En este módulo, usted aprenderá tres comportamientos que modelan el respeto y las acciones específicas que puede llevar a cabo para contribuir a una cultura respetuosa cada día. Email de contacto: HospitalHR@utah.edu

4122	On-Demand eCourse	Estándares de Promesa 3 of 7: Apropiación (UHealth)	Los Estándares de Promesa demuestran los valores fundamentales de University of Utah Health. La "O" en PROMISE nos recuerda practicar la apropiación en el trabajo diario. Pero, ¿cómo se ve eso en la práctica? En este módulo, usted aprenderá tres comportamientos que modelan la apropiación y las acciones específicas que puede llevar a cabo para contribuir a una cultura de apropiación cada día. Email de contacto: HospitalHR@utah.edu
4291	On-Demand eCourse	Estándares de Promesa 4 of 7: Marcar la Diferencia (UHealth)	Los Estándares de Promesa demuestran los valores fundamentales de University of Utah Health. La "M" en PROMISE nos recuerda que marquemos la diferencia en nuestro trabajo diario. Pero, ¿cómo se ve eso en la práctica? En este módulo, usted aprenderá tres comportamientos para marcar la diferencia y las acciones específicas que puede llevar a cabo para contribuir a una cultura que marca la diferencia cada día. Email de contacto: HospitalHR@utah.edu
4363	On-Demand eCourse	Estándares de Promesa 5 of 7: Innovación (UHealth)	Los Estándares de Promesa demuestran los valores fundamentales de University of Utah Health. La "I" en PROMISE nos recuerda practicar la apropiación en el trabajo diario. Pero, ¿cómo se ve eso en la práctica? En este módulo, usted aprenderá tres comportamientos que modelan la innovación y las acciones específicas que puede llevar a cabo para contribuir a una cultura de innovación cada día. Email de contacto: HospitalHR@utah.edu
5231	On-Demand eCourse	Estándares de Promesa 7 de 7: Excelencia (UHealth)	Los Estándares de Promesa demuestran los valores fundamentales de University of Utah Health. La "E" en PROMISE nos recuerda practicar la excelencia en el trabajo diario. Pero, ¿cómo se ve eso en la práctica? En este módulo, usted aprenderá tres comportamientos que modelan la excelencia y las acciones específicas que puede llevar a cabo para contribuir a una cultura de excelencia cada día. Email de contacto: HospitalHR@utah.edu
5006	On-Demand eCourse	Excel Essentials: Charts, Graphs, & Maps (UMB)	In this module, participants will explore various data visualization tools including charts and graphs and learn how these visual elements can be best applied to view, understand, and present data. For questions regarding this course reach out to umb.training@hsc.utah.edu.
5091	On-Demand eCourse	Fire Safety (Additional Annual Training for Clinical Staff) (UHealth)	This is a health annual compliance course for hospital accreditation. Reviews procedures and policies specific to fire safety in an OR. This lesson covers additional fire safety training for clinical staff. (Updated: January 2024) Contact email: uuha-compliance@utah.edu
3640	On-Demand eCourse	Fire Safety Annual Training (UHealth)	This is a health annual compliance course for hospital accreditation. Reviews hospital policy and process for responding to fire emergencies. This lesson satisfies CMS and the Life Safety Code (NFPA 101) training requirements. (Updated: January 2024) Contact email: uuha-compliance@utah.edu

1680	On-Demand eCourse	Fraud, Waste, & Abuse Annual Training (UHealth)	This is a health annual compliance course for hospital accreditation. Meets regulatory/CMS requirement and reviews associated hospital policy and procedures. (Updated January 2024) Contact email: uuha-compliance@utah.edu
2806	On-Demand eCourse	GYN-ONC Coding Practice (UMB)	Upon completing this course, Coders will be able to identify the correct GYN/ONC codes when reviewing a physician's operative report. For questions regarding this course reach out to umb.training@hsc.utah.edu.
3645	On-Demand eCourse	Hazardous Materials Annual Training (UHealth)	This is a health annual compliance course for hospital accreditation. Reviews hospital policy and process for appropriate handling and disposal of waste and other hazardous materials. This lesson satisfies OSHA [29 CFR 1910.1200] and EPA RCRA [40 CFR 262.34(a)(4)] training requirements relating to hazardous materials and hazardous waste. (Last Updated: January 2024) Contact email: uuha-compliance@utah.edu
5044	On-Demand eCourse	Hello World Communication Platform - Nov 2023 (UHealth)	This training can be used by anyone in University of Utah Health to understand the Hello World communications platform that goes live November 30, 2023. Contact Stacy Parker (stacy.parker@hsc.utah.edu) with any questions regarding this course.
2893	On-Demand eCourse	HIPAA Privacy 2024 (UHealth)	This is a health annual compliance course for hospital accreditation. Reviews HIPAA regulations and associated hospital policy and processes. (Updated: January 2024) Contact email: uuha-compliance@utah.edu
2894	On-Demand eCourse	HIPAA Security 2024 (UHealth)	This is a health annual compliance course for hospital accreditation. Reviews HIPAA regulations and associated hospital policy and processes. (Updated: January 2024) Contact email: uuha-compliance@utah.edu
1352	Live Training	Huntsman Cancer Institute New Employee Orientation (LIVE)	This training will cover responsibilities for new employees at the Huntsman Cancer Institute. Contact alison.homsombath@hci.utah.edu with any questions.
6025	On-Demand eCourse	iCIMS Create a Requisition Tutorial (UHealth)	In this course you will learn how to create a requisition in iCIMS. Contact email: careers@hsc.utah.edu
6024	On-Demand eCourse	iCIMS Manager Dashboard Tutorial (UHealth)	In this course you will learn how to use the Manager Dashboard in iCIMS. Contact email: careers@hsc.utah.edu
3232	On-Demand eCourse	iCPR Cough Part 1 (UHealth)	This course is for University of Utah practicing RNs at community clinics. Please contact Haddy Bah with questions (haddy.bah@utah.edu).
3233	On-Demand eCourse	iCPR Cough Part 2 (UHealth)	This course is for University of Utah practicing RNs at community clinics. Please contact Haddy Bah with questions (haddy.bah@utah.edu).
3234	On-Demand eCourse	iCPR Sore Throat Part 1 (UHealth)	This course is for University of Utah practicing RNs at community clinics. Please contact Haddy Bah with questions (haddy.bah@utah.edu)
3235	On-Demand eCourse	iCPR Sore Throat Part 2 (UHealth)	This course is for University of Utah practicing RNs at community clinics. Please contact Haddy Bah with questions (haddy.bah@utah.edu).

5793	On-Demand eCourse	Improving Chronic Pain through Patient-Centered Opioid Tapering (UHealth)	In this video, Ajay Manhapra MD, Section Chief of Pain Medicine at the Hampton VA Medical Center and a nationally-recognized expert in opioid tapering and complex persistent opioid dependence, will provide education about the state-of-the-art, best practice guidelines for opioid tapering among patients with chronic pain. Dr. Manhapra will detail an approach to helping patients to safely and successfully reduce their opioid dose while preserving positive function. Questions regarding this training contact: Kelly Hendrickson (Kelly.Hendrickson@utah.edu).
3060	On-Demand eCourse	Infor Lawson (UHealth)	This course trains users on the Infor Lawson requisition ordering tool. Contact email: bill.garcia@hsc.utah.edu
3647	On-Demand eCourse	Informed Consent for Providers Annual Training (UHealth)	This is a health annual compliance course for hospital accreditation. This lesson satisfies CMS and other compliance and accreditation requirements. Contact the Accreditation department for additional information. (Updated January 2024) Contact email: uuha-compliance@utah.edu
3646	On-Demand eCourse	Interpreter Services Annual Training (UHealth)	This is a health annual compliance course for hospital accreditation. Reviews services available to patients who need additional language support. (Updated January 2024) Contact email: uuha-compliance@utah.edu
5232	On-Demand eCourse	Intro to the CRM (UHealth)	This training can be used by anyone in University of Utah Health to understand the new Cheers CRM coming on January 30, 2024. This is part 1 of 2. Contact Stacy Parker with any questions (stacy.parker@hsc.utah.edu)
3376	On-Demand eCourse	Introduction MRI Safety Training (UHealth)	The intended audience for this course is research professionals, support staff, nurses, and anyone working near the MRI scanners at the Imaging and Neurosciences Center building. This content will be updated as new practices are established by the ACR and other governing bodies. This training will be valid for one year and is required annually for compliance with Utah MR Research Center (UMRC) policy. Please contact Denise Case at (denise.case@hsc.utah.edu) for additional information.
2391	On-Demand eCourse	Introduction to Excel (UMB)	Microsoft Excel is a powerful tool essential for managing and presenting data in today's working environment. In this introduction to Excel, learners discover the various features of the Excel workspace, including the ribbon, status bar, task pane, and more. Learners also explore how to navigate and manage Excel worksheets and workbooks. For questions regarding this course reach out to umb.training@hsc.utah.edu.
2651	On-Demand eCourse	Introduction to Microsoft Outlook (UMB)	After completing this module, UMB employees will be able to use the key features of Microsoft Outlook for managing email communications, calendar appointments, and other administrative tasks. For questions regarding this course reach out to umb.training@hsc.utah.edu.

5007	On-Demand eCourse	Invasive Procedure Training - Bone Marrow (HCI)	Invasive procedure training for bone marrow biopsies. This course includes didactic and audiovisual aids to train on institutional policy, procedural steps, troubleshooting on difficult patients, procedure risks, and side effects. Questions: Contact the department educator or APC lead Intended Audience: Advance Practice Clinicians (NPs & PAs)
5008	On-Demand eCourse	Invasive Procedure Training - Lumbar Puncture (HCI)	Invasive procedure training for lumbar punctures. This course includes didactic and audiovisual aids to train on institutional policy, procedural steps, troubleshooting on difficult patients, procedure risks, and side effects. Questions: Contact the department educator or APC lead Intended Audience: Advance Practice Clinicians (NPs & PAs)
5009	On-Demand eCourse	Invasive Procedure Training - Ommaya Access (HCI)	Invasive procedure training for Ommaya access. This course includes didactic and audiovisual aids to train on institutional policy, procedural steps, troubleshooting on difficult patients, procedure risks, and side effects. Questions: Contact the department educator or APC lead Intended Audience: Advance Practice Clinicians (NPs & PAs)
5010	On-Demand eCourse	Invasive Procedure Training - Skin Biopsy (HCI)	Invasive procedure training for skin biopsies. This course includes didactic and audiovisual aids to train on institutional policy, procedural steps, troubleshooting on difficult patients, procedure risks, and side effects. Questions: Contact the department educator or APC lead Intended Audience: Advance Practice Clinicians (NPs & PAs)
2873	On-Demand eCourse	IT Security Basics (UMB)	In today's world, we rely on technology to perform many aspects of our job. Knowing how to use this technology appropriately to ensure University and patient data remains secure is paramount. This course explore the basic information security protocols all employees are required to follow. For questions regarding this course reach out to umb.training@hsc.utah.edu .
2371	On-Demand eCourse	Key Players and Partners (UMB)	UMB supports the billing process for many groups and departments within the University of Utah Health. Knowing these groups and departments and how UMB is structured to provide this support is critical to success. This course examines the organizational structure of UMB, including its offshore vendors and the groups and departments it supports. For questions regarding this course reach out to umb.training@hsc.utah.edu .
1783	On-Demand eCourse	Lions Eye Bank Administrative SOP Acknowledgement (ULEB)	This course is an acknowledgement that the learner has read and agree to comply with all Lion's Eye Bank Standard Operating Procedures (SOPs). Contact jocelyn.fronk@hsc.utah.edu with any questions.
1782	On-Demand eCourse	Lions Eye Bank Hazardous Chemical Spill Response (ULEB)	This course covers different spill protocols including how to use Green Z, Glutaraldehyde Cleanup, and Formalin Fixative. Hazardous chemical spill response training for Utah Lion's Eye Bank employees. Contact jocelyn.fronk@hsc.utah.edu with any questions.

1830	On-Demand eCourse	Lions Eye Bank Technical SOPs Acknowledgment (ULEB)	This course is an acknowledgement that the learner has read and agree to comply with all Lion's Eye Bank Standard Operating Procedures (SOPs). Contact jocelyn.fronk@hsc.utah.edu with any questions.
1888	On-Demand eCourse	Managing a Virtual Team - Instructor-Led Workshop (UMB)	Managing teams remotely can present leaders with unique challenges. In this workshop you will develop skills and practice techniques to communicate, engage, coach, and build virtual relationships. For questions regarding this course reach out to umb.training@hsc.utah.edu .
1929	On-Demand eCourse	Managing Teams Remotely - Building Virtual Relationships (UMB)	Building relationships takes time, which can be a challenge in a virtual work setting but not impossible. In this course, learners will learn skills to foster positive and gratifying virtual relationships. For questions regarding this course reach out to umb.training@hsc.utah.edu .
1925	On-Demand eCourse	Managing Teams Remotely - Engaging a Virtual Team (UMB)	Keeping your team members engaged in the workplace can be challenging for any manager. Virtual work adds another layer of complexity to this task. In this course, we present learners with tips to engage and connect with their remote team members. For questions regarding this course reach out to umb.training@hsc.utah.edu .
1928	On-Demand eCourse	Managing Teams Remotely - Virtual Coaching (UMB)	Coaching is a critical skill for success as a leader. In this course, learners are presented with several coaching scenarios to analyze and respond to while receiving feedback along the way. Learners also discover tips and techniques for handling disciplinary action in a remote setting. For questions regarding this course reach out to umb.training@hsc.utah.edu .
1926	On-Demand eCourse	Managing Teams Remotely - Virtual Communications (UMB)	Effective communication is at the heart of managing virtual teams successfully. Managers must communicate and communicate often. In this course, learners will identify the various methods for communicating virtually as well as tips and techniques for using technology effectively. For questions regarding this course reach out to umb.training@hsc.utah.edu .
2373	On-Demand eCourse	Medical Billing Basics (UMB)	The profession of Medical Billing has a specific vocabulary and employees at UMB need to know these key terms and concepts. The purpose of this course is to provide learners with knowledge of the most frequently used terms in Medical Billing, and how to read an EOB and claims form. For questions regarding this course reach out to umb.training@hsc.utah.edu .
2621	On-Demand eCourse	Microsoft Teams (UMB)	Technology is at the forefront of promoting effective and efficient communication in a virtual work setting. UMB recognizes this and is committed to providing its employees with the tools needed for success. This course examines the virtual communication tool, Microsoft Teams, used here at UMB. For questions regarding this course reach out to umb.training@hsc.utah.edu .
4556	On-Demand eCourse	Microsoft Word: Editing with Track Changes & Comments (UMB)	This course will help you track and manage changes that your colleagues make when reviewing your Word document. For questions regarding this course reach out to umb.training@hsc.utah.edu .

2982	On-Demand eCourse	MIPRS Radiation Safety - Basic Handling of Radioactive Materials (UHealth)	This course will differentiate between exposure and contamination, discuss how to handle and cleanup a radioactive material spill, and discuss the different survey types. Published October 2019 for Medical Imaging Physics and Radiation Safety Contact email: peter.jenkins@hsc.utah.edu or seth.streitmatter@hsc.utah.edu
2984	On-Demand eCourse	MIPRS Radiation Safety - Basic Radiation Safety (UHealth)	Published October 2019 for Medical Imaging Physics and Radiation Safety. This course will discuss where to find radiation protection policies, differences between radiation quantities, occupational dose limits, ALARA, and 3 ways to reduce radiation dose. Contact email: peter.jenkins@hsc.utah.edu or seth.streitmatter@hsc.utah.edu
3151	On-Demand eCourse	MIPRS Radiation Safety - Biological Effects of Ionizing Radiation (UHealth)	Published May 2021 for MIPRS. This course is a supplemental module for those who work with angiography machines, and it should be accompanied with the "Radiation Awareness Around Fluoroscopy" module. Contact email: peter.jenkins@hsc.utah.edu or seth.streitmatter@hsc.utah.edu
3144	On-Demand eCourse	MIPRS Radiation Safety - Fluoroscopy (UHealth)	This training will created awareness for staff working with fluoroscopy. Fluoroscopy operators may need to complete additional training modules. Published May 2021 for MIPRS Contact email: uuha-compliance@utah.edu
3145	On-Demand eCourse	MIPRS Radiation Safety - General (UHealth)	Published May 2021 for MIPRS. This course will provide staff who work in any area in where exposure to ionizing radiation is possible with basic radiation awareness information. Contact email: peter.jenkins@hsc.utah.edu or seth.streitmatter@hsc.utah.edu
3146	On-Demand eCourse	MIPRS Radiation Safety – Interventional Radiology and Cardiology (UHealth)	Published May 2021 for MIPRS. This course is a supplemental module for those who work specifically with angiography machines. This should be accompanied with the "Radiation Awareness Around Fluoroscopy" module. Contact email: peter.jenkins@hsc.utah.edu or seth.streitmatter@hsc.utah.edu
3149	On-Demand eCourse	MIPRS Radiation Safety - Y-90 (UHealth)	This course will discuss services provided by MIPRS, Y-90 Resin Microsphere and typical radiation doses, ALARA practices, spills and decontamination, survey meters, and responsibilities. Contact email: peter.jenkins@hsc.utah.edu or seth.streitmatter@hsc.utah.edu
2983	On-Demand eCourse	MIPRS Radiation Safety-Sentinel Lymph Node (SLN) (UHealth)	This course will review services provided by MIPRS for SLN procedures, typical radiation doses from SLN, minimizing radiation exposure, ALARA practices during SLN, and spill procedures. Course Contact: peter.jenkins@hsc.utah.edu or seth.streitmatter@hsc.utah.edu
5517	On-Demand eCourse	Moderate Sedation Training-NICU	This course will review sedation best practices to perform safe procedures in the NICU. Course contact: uuha-compliance@utah.edu
2588	On-Demand eCourse	Ortho-Spine Coding Practice - Module 1 (UMB)	Upon completing this course, Coders will be able to identify the correct ortho/spine codes when reviewing a physician's operative report. For questions regarding this course reach out to umb.training@hsc.utah.edu.

2855	On-Demand eCourse	Ortho-Spine Coding Practice - Module 2 (UMB)	Upon completing this course, Coders will be able to identify the correct ortho/spine codes when reviewing a physician's operative report. For questions regarding this course reach out to umb.training@hsc.utah.edu .
3236	On-Demand eCourse	Overview of iCPR Nurse Cough and Sore Throat Study (UHealth)	This course is for University of Utah practicing RNs at community clinics. Please contact Haddy Bah with questions (haddy.bah@utah.edu).
4793	On-Demand eCourse	Pain Management at University of Utah Health (UHealth)	This module is designed to provide learners with a thorough review of the various pain assessment tools and the pain escalation pathway used to assess and manage pain in patients in various areas. These tools apply to inpatient, emergency department, pre-op, PACU, and procedural areas. Ambulatory areas are not included. This course will equip learners with the knowledge and skills necessary to assess, document, and manage pain effectively. By the end of this module, learners will be able to: -Identify the pain tools used in the patient care area -Apply the pain tools used for various patient populations -Identify appropriate dosing frequencies for PRN pain medications -Identify expectations for setting pain goals with the patient -Document pain assessments For questions regarding this course contact Clinical.Staff@hsc.utah.edu .
4210	On-Demand eCourse	Payor Website Login Tool (UMB)	Learn how to use this tool to gain the payor website access you need. (15 min) For questions regarding this course reach out to umb.training@hsc.utah.edu .
1673	On-Demand eCourse	Personal Protective Equipment (PPE) and Respirator Use Annual Training (UHealth)	This is a health annual compliance course for hospital accreditation. Reviews PPE offerings and associated hospital policy and processes. This lesson satisfies the requirement by Federal OSHA Respiratory Protection standard, 29 CFR 1910.134. (Updated January 2024) Contact email: uuha-compliance@utah.edu
2544	On-Demand eCourse	Plastic Surgery Coding Practice - Module 1 (UMB)	Upon completing this course, Coders will be able to identify the correct plastic surgery codes when reviewing a physician's operative report. For questions regarding this course reach out to umb.training@hsc.utah.edu .
3006	On-Demand eCourse	Plastic Surgery Coding Practice - Module 1.5 (UMB)	Upon completing this course, Coders will be able to identify the correct plastic surgery codes when reviewing a physician's operative report. For questions regarding this course reach out to umb.training@hsc.utah.edu .
2926	On-Demand eCourse	PowerPoint: An Architectural Tour (UMB)	PowerPoint is a program that helps UMB employees present with visual impact. Whether your presentation needs a visual kick or you are looking to enhance your communication skills, this course offers PowerPoint strategies and techniques to become a more professional presenter. This course is a pre-requisite for the UMB-PowerPoint for Professionals course. For questions regarding this course contact umb.training@hsc.utah.edu .

3237	On-Demand eCourse	Presentation Skills: Writing, Design, & Delivery (UMB)	Good writing is at the core of great presentations. In this writing module, you will learn how to write well organized, clear, and engaging presentations. This eLearning is the first module (Writing) of this 3-module course. For questions regarding this course reach out to umb.training@hsc.utah.edu .
5126	On-Demand eCourse	Professional Workplace Conduct - PARCKA	This course is required for all PARCKA team members to complete. It will provide guidance and expectations for professional workplace conduct to help all team members succeed individually and as a team. For questions regarding this course reach out to Kristi Carlston at Kristi.carlston@hsc.utah.edu .
4668	On-Demand eCourse	PROMISE Standards: Excellence (UHealth)	The PROMISE Standards demonstrate University of Utah Health's core values. The "E" in PROMISE reminds us to practice excellence in our day-to-day work. But what does that look like in practice? In this module, you'll learn three behaviors for excellence and the specific actions you can take to contribute to a culture of excellence every day. Contact email: HospitalHR@hsc.utah.edu
4365	On-Demand eCourse	PROMISE Standards: Innovation (UHealth)	The PROMISE Standards demonstrate University of Utah Health's core values. The "I" in PROMISE reminds us to practice Innovation in our day-to-day work. But what does that look like in practice? In this module, you'll learn three behaviors that model innovation and the specific actions you can take to contribute to a culture of innovation every day. Contact email: HospitalHR@hsc.utah.edu
4292	On-Demand eCourse	PROMISE Standards: Making a Difference (UHealth)	The PROMISE Standards demonstrate University of Utah Health's core values. The "M" in PROMISE reminds us to Make a Difference in our day-to-day work. But what does that look like in practice? In this module, you'll learn three behaviors for making a difference and the specific actions you can take to contribute to a culture that makes a difference every day. Contact email: HospitalHR@hsc.utah.edu
4123	On-Demand eCourse	PROMISE Standards: Ownership (UHealth)	The PROMISE Standards demonstrate University of Utah Health's core values. The "O" in PROMISE reminds us to practice Ownership in our day-to-day work. But what does that look like in practice? In this module, you'll learn three behaviors that model ownership and the specific actions you can take to contribute to a culture of ownership every day. Contact email: HospitalHR@hsc.utah.edu
4119	On-Demand eCourse	PROMISE Standards: People-Centered (UHealth)	The PROMISE Standards demonstrate University of Utah Health's core values. The "P" in PROMISE reminds us to be People-Centered in our day-to-day work. But what does that look like in practice? In this module, you'll learn three people-centered behaviors and the specific actions you can take to contribute to a people-centered culture every day. Contact email: HospitalHR@hsc.utah.edu

4121	On-Demand eCourse	PROMISE Standards: Respect (UHealth)	The PROMISE Standards demonstrate University of Utah Health's core values. The "R" in PROMISE reminds us to practice Respect in our day-to-day work. But what does that look like in practice? In this module, you'll learn three respectful behaviors and the specific actions you can take to contribute to a respectful culture every day. Contact email: HospitalHR@hsc.utah.edu
4364	On-Demand eCourse	PROMISE Standards: Safety (UHealth)	The PROMISE Standards demonstrate University of Utah Health's core values. The "S" in PROMISE reminds us to practice safety in our day-to-day work. But what does that look like in practice? In this module, you'll learn three behaviors for practicing safety and the specific actions you can take to contribute to a culture of safety every day. Contact email: HospitalHR@hsc.utah.edu
3150	On-Demand eCourse	Radiation Safety and Nursing Procedures for Lutathera Patients (UHealth)	This course will discuss Lutathera (Lutetium-177) characteristics, review radiation principles, differentiate between contamination and exposure (and discuss how to minimize both), and review patient care instructions. Contact email: christopher.pagan@hsc.utah.edu or peter.jenkins@hsc.utah.edu
3155	On-Demand eCourse	Radioactive Seed Localization for Non-Palpable Breast Lesions (UHealth)	This course will discuss how Radioactive Seed Localization (RSL) can be used to identify the location of lesions in breast tissue for surgical excision. Contact email: uuha-compliance@utah.edu
506	On-Demand eCourse	Restraint Education for Providers Annual Training (UHealth)	This is a health annual compliance course for hospital accreditation. Reviews hospital policy and process in regards to the utilization of restraints for patients. (Updated January 2024) Contact email: uuha-compliance@utah.edu
3163	On-Demand eCourse	RightFax Training (UMB)	Upon completing this course, UMB employees and its affiliates will be able to send and receive faxes using RightFax. For questions regarding this course reach out to umb.training@hsc.utah.edu.
4670	On-Demand eCourse	SOGI Data Education Series Part 1: What is SOGI data and why does it matter? (UHealth)	The first module in the SOGI Data Education Series kicks off by defining SOGI Data and revealing the many reasons it's important to collect and implement it in our patient care practices. Please contact askadmin@hsc.utah.edu for questions regarding SOGI Data Collection.
4808	On-Demand eCourse	SOGI Part 2: The Data Collection Process (UHealth)	The second module in the SOGI Data Education Series outlines when we collect SOGI data, who collects which data points, and how we collect them. You'll learn about the SOGI responsibilities of your role, how to ask the questions, how to respond to frequently asked questions, and more. Please contact askadmin@hsc.utah.edu for questions regarding SOGI Data Collection.
5518	On-Demand eCourse	SOGI Part 3: Patient Care Considerations and Challenges (UHealth)	The final module in the SOGI Data Education Series focuses on the human side of SOGI and the connection to our organization's core values. You'll explore both the behaviors to avoid, as well as the behaviors to implement in SOGI patient interactions. Please contact askadmin@hsc.utah.edu for questions regarding SOGI Data Collection.

3047	On-Demand eCourse	St. Luke's Annual Training Modules (ULEB)	This module contains a refresher on St. Luke's policies for cultural competence and communication. Required modules for St. Luke's for Utah Lion's Eye Bank employees. Contact jocelyn.fronk@hsc.utah.edu with any questions.
3639	On-Demand eCourse	Stroke Awareness Annual Training (UHealth)	This is a health annual compliance course for hospital accreditation. This satisfies the DNV GL Healthcare Comprehensive Stroke Center Certification Requirements that is part of Health Annuals for specific positions working for Health Sciences. (Updated January 2024) Contact email: uuha-compliance@utah.edu
1844	On-Demand eCourse	Tips for Working Remotely (UMB)	After completing this course, UMB employees will be able to apply these working-from-home tips to maintain high levels of performance and job satisfaction. For questions regarding this course reach out to umb.training@hsc.utah.edu .
1571	On-Demand eCourse	USP Safe Handling of Hazardous Drugs (UHealth)	This training is required by hospital policy and for compliance with new NIOSH guidelines for safe handling of hazardous drugs. The lesson provides customized content on how to be compliant with NIOSH guidelines based on your role such as handling, dispensing, and disposing of hazardous drugs. Contact email: uuha-compliance@utah.edu
1814	On-Demand eCourse	UUHA Orientation (Uhealth)	In this course, new employees will understand how UHealth was created and operates today and will understand resources for employment policies and procedures. Contact email: uuha-compliance@utah.edu
1157	On-Demand eCourse	UUPM Employee Tutorial (UHealth)	Learn how to use the performance management system to create an annual performance plan, make updates to the plan throughout the year, and complete a self-evaluation and manager review at the end of the year. Contact email: uuha-compliance@utah.edu
1155	On-Demand eCourse	UUPM Manager Tutorial (UHealth)	Learn how to use the performance management system to contribute to annual employee performance plans, make updates to the plans throughout the year, and complete manager evaluations and reviews at the end of the year. Contact email: uuha-compliance@utah.edu
4035	On-Demand eCourse	VAD 101 – Durable (UHealth)	This course reviews needed information in preparation for the in-person MSC-VAD Training Course. This course should be completed by RN's, HCA's, and required Therapy Staff prior to attendance. Updated March 2023 Contact email: uuha-compliance@utah.edu
2897	On-Demand eCourse	VDO Confidentiality Training (UHealth)	This training goes over potential scenarios and how to maintain confidentiality in each. This module is necessary in order to gain access to the VDO system. Contact email: uuha-compliance@utah.edu
3064	On-Demand eCourse	Ventricular Assist Device (VAD) Emergency Response Basics (UHealth)	This course will review VAD Identification in patients and devices, responding to alarms and emergencies, monitoring and transporting, and how and when to contact the VAD team. Contact email: VADTeam@hsc.utah.edu
3152	On-Demand eCourse	Verity: Credential Stream (UMB)	Required course for obtaining access to Verity. For questions regarding this course reach out to umb.training@hsc.utah.edu .

3153	On-Demand eCourse	Verity: Read Only Training (UMB)	Required course for obtaining access to Verity. For questions regarding this course reach out to umb.training@hsc.utah.edu .
2428	On-Demand eCourse	Virtual Communication Tools (UMB)	Technology is at the forefront of promoting effective and efficient communication in a virtual work setting. This course reviews the two main virtual communication tools used at UMB- Microsoft Teams and Zoom. For questions regarding this course reach out to umb.training@hsc.utah.edu .
Youth Protection and Program Support (YPPS)			
4357	On-Demand eCourse	Safety of Minors Policy Training - YPPS	<p>This training is mandatory for all staff or volunteers working with youth as part of a University program or on University premises.</p> <p>This training is designed to inform adults working with youth about the university code of conduct, child abuse prevention and child abuse reporting. Any adult working with youth should be aware of how abuse offenders operate and how they can play a role in preventing abuse or further abuse of children. It is also designed to inform adults working with youth about how they can protect themselves from false allegations or from being in a situation where their conduct could be called in to question.</p> <p>For questions you may contact Youth Protection and Program Support at youthprotection@utah.edu</p>