

Workplace Essentials



Program Requirements

6 facilitated workshops

Fundamentals of Feedback
Presentation Skills
Service Excellence
Communication that Influences
Personal Accountability
Time Management & Organization

On-demand Courses

Business Writing Made Simple
Professionalism
Setting and Achieving Goals

Elective Library

3 Electives of your Choosing

Regardless of where you are at in your career this series is designed to build skill levels and increase knowledge as you look to your future endeavors.

You will have an opportunity to develop presentation skills, learn how to give and receive feedback, improve your time management and organization, cultivate your influence, foster service excellence, and encourage personal accountability.

Earn your certificate today!



Department of
Training & Development

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