Campus Course List

Course ID	Course Type	Course Title	Course Description
3653	OnlineCourse	**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
3687	OnlineCourse	**2023 Unite Privacy and Security - Advancement (UA)**	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.
5979	OnlineCourse	**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	OnlineCourse	**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.
5235	OnlineCourse	**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.
6259	OnlineCourse	**2025 Antimicrobial Stewardship for Clinical Staff (AMS) | (UHealth)**	This is a health annual compliance course for hospital accreditation. Reviews antimicrobial stewardship practices and guidelines for providers and other clinical staff. (Updated January 2025) Contact email: uuha-compliance@utah.edu
6265	OnlineCourse	**2025 Bloodborne Pathogen & Needlestick Prevention (BBP) | (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 2025) Contact email: uuha-compliance@utah.edu
6117	OnlineCourse	**2025 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.
6262	OnlineCourse	**2025 Emergency Management | (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 2025) Contact email: uuha-compliance@utah.edu
6270	OnlineCourse	**2025 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 2025) Contact email: uuha-compliance@utah.edu
6272	OnlineCourse	**2025 Fire Safety | (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 2025) Contact email: uuha-compliance@utah.edu
6274	OnlineCourse	**2025 Firearms at the University of Utah (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. Contact safeu@utah.edu with questions.
6266	OnlineCourse	**2025 Fraud, Waste, & Abuse | (UHealth)**	This is a health annual compliance course for hospital accreditation. Meets regulatory/CMS requirement and reviews associated hospital policy and procedures. (Updated January 2025) Contact email: uuha-compliance@utah.edu
6273	OnlineCourse	**2025 Hazardous Materials | (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 2025) Contact email: uuha-compliance@utah.edu
6302	OnlineCourse	**2025 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
6263	OnlineCourse	**2025 HIPAA: Privacy | (UHealth)**	This is a health annual compliance course for hospital accreditation. Reviews HIPAA regulations and associated hospital policy and processes. (Updated: January 2025) Contact email: uuha-compliance@utah.edu
6269	OnlineCourse	**2025 HIPAA: Security | (UHealth)**	This is a health annual compliance course for hospital accreditation. Reviews HIPAA regulations and associated hospital policy and processes. (Updated: January 2025) Contact email: uuha-compliance@utah.edu

6271	OnlineCourse	**2025 Informed Consent for Providers | (UHealth)**	This is a health annual compliance course for hospital accreditation. Reviews hospital policy and processes related to informed consent associated with procedures. This lesson satisfies CMS and other compliance and accreditation requirements. Contact the Accreditation department for additional information. (Updated January 2025) Contact email: uuha-compliance@utah.edu
6261	OnlineCourse	**2025 Interpreter Services | (UHealth)**	This is a health annual compliance course for hospital accreditation. Reviews services available to patients who need additional language support. (Updated January 2025) Contact email: uuha-compliance@utah.edu
6260	OnlineCourse	**2025 Non-Discrimination Policy at the University of Utah (OEO)**	Annual compliance training that covers the University of Utah nondiscrimination and sexual misconduct policies. Includes information about sexual misconduct, mandatory reporting, accommodations and how to create a safe campus. (Updated August 2025) For questions regarding this training reach out to oeo@utah.edu.
6275	OnlineCourse	**2025 Personal Protective Equipment (PPE) | (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 2025) Contact email: uuha-compliance@utah.edu
6301	OnlineCourse	**2025 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
6300	OnlineCourse	**2025 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.
6276	OnlineCourse	**2025 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 January 2025) Contact AskHR@utah.edu with questions regarding the content.
6268	OnlineCourse	**2025 Restraint Education for Providers | (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 2025) Contact email: uuha-compliance@utah.edu
6267	OnlineCourse	**2025 Stroke Awareness | (UHealth)**	This is a health annual compliance course for hospital accreditation. Provides education on noticing the signs and symptoms of a stroke and provides resources in the event a patient or employee experience a stroke event. 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 2025) Contact email: uuha-compliance@utah.edu
6528	OnlineCourse	**2025 The Power of Speech (UHRM)**	This training has been developed in response to state legislation, Utah House Bill 261 (2024) and (Utah Code Section 53B-1-118(3)(c)), which require public institutions of higher education to annually train employees on the separation of personal political advocacy from an institution's business and employment activities. Contact training@utah.edu with any questions.
6289	OnlineCourse	**2025 Unite Privacy and Security (UA)**	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.
6303	OnlineCourse	**2025 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.
6404	OnlineCourse	**3 ways to measure your adaptability -- and how to improve it | Natalie Fratto | TED Talk - U Facilities**	In "3 ways to measure your adaptability -- and how to improve it," venture investor Natalie Fratto explains how adaptability helps make companies and individuals develop better resilience to stay competitive and successful within our ever-evolving working world. This insightful TED Talk includes Fratto's tips and tricks for measuring your own "adaptability quotient," and why your overall flexibility and ability to respond to change really matters. Plus, Fratto will explain why adaptability is so important for change management, and how it makes businesses better prepared to embrace change when it happens. Contact training@fm.utah.edu for support.
6430	OnlineCourse	**4 Career Enhancers - U Facilities**	In this course, psychologists Peter Quarry and Eve Ash provide excellent strategies to immediately to galvanize your career and job prospects. This is critical for those who want to develop their careers, change jobs or feel anxious about the future of their current job. In challenging times, having a satisfying career seems harder than ever. You really have to work at it, especially if you are looking for a new job or want to stand out in your team or organization. Your profile is a living document, a record of who you are and what you're doing. No matter which stage of work life you're in, you will always be ready to enhance your earning and vocational prospects when you energize your profile, extend your network, enrich your skillset and have a plan B. Contact training@fm.utah.edu for support.
6403	OnlineCourse	**4 Communication Skills Everyone Needs - U Facilities**	Ever-increasing complexity in the workplace means that effective communication skills are more important than ever. Peter Quarry outlines to Eve Ash the four key communication skills needed for survival: lean communication (getting straight to the point), connecting with others (social skills), adaptability (learning to read and relate to different types of people) and using texting and social media in an appropriate, professional way (understanding the importance of sensitive, respectful and polite messaging). Contact training@fm.utah.edu for support.
6405	OnlineCourse	**5 ways to listen better | Julian Treasure | TED Talk - U Facilities**	In the TED Talk "5 ways to listen better," sound expert Julian Treasure shares how to become a more conscious listener in a world that is louder and more stimulating than ever before. In this video you'll discover ear-opening statistics that will make you want to sharpen your listening skills. Conscious listening is a critical component for communication, leadership and emotional intelligence in the workplace, and in our daily connections. Treasure provides five ways to re-tune your ears for conscious listening, both to other people and the world around you. Contact training@fm.utah.edu for support.

1819	OnlineCourse	**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.
2618	InstructorLedCourse	**Absorb Integration (UHRM)**	Learn everything you need to know to make the transition from Bridge to our new LMS, Absorb. Contact training@utah.edu with any questions.
2619	InstructorLedCourse	**Absorb Integration | Author (UHRM)**	Learn everything you need to know to make the transition from Bridge to our new LMS, Absorb. Contact training@utah.edu with any questions.
2620	InstructorLedCourse	**Absorb Integration | View Reports (UHRM)**	Learn everything you need to know to make the transition from Bridge to our new LMS, Absorb. Contact training@utah.edu with any questions.
473	OnlineCourse	**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.
4798	OnlineCourse	**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 Katie Hansell at Katie.Hansell@admin.utah.edu.
4802	OnlineCourse	**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 Katie Hansell at Katie.Hansell@admin.utah.edu.
6410	OnlineCourse	**Active and Empathetic Listening - U Facilities**	Do you ever listen to others offhandedly, trying to anticipate their answers...or do you end other people's sentences, interrupting continuously? In this course, you will learn to actively listen to others, tuning in to their wavelength to understand all the information that is given to you! The goal is to listen in a truly active, empathetic, and sincere way. Contact training@fm.utah.edu for support.
1352	OnlineCourse	**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/
570	InstructorLedCourse	**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.
6406	OnlineCourse	**Adaptability and Flexibility - U Facilities**	Don't you hate it when the supermarket moves everything around? You just stand there like a lemon, wondering where they put the biscuits. In life, things rarely stay the same. Often you set out with a plan only for an unexpected spanner to be thrown in the works. It could be the biscuits, or even a flat tyre on the way to work. Either way, you need to be able to respond effectively. When the unexpected happens, it's important to be adaptable and flexible. You don't need to be a circus contortionist to respond effectively, just be able to adapt to changes and challenges. This course will help you improve your adaptability and flexibility, so you can overcome anything thrown your way. Adaptability and flexibility are key skills for workers in any workplace. They help you find creative solutions and adapt to changes and challenges. This course will help you improve these skills through practical techniques. Now, where are those biscuits?
2665	OnlineCourse	**Advancement at the U - Advancement**	Contact training@fm.utah.edu 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	OnlineCourse	**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	OnlineCourse	**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.
2882	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	InstructorLedCourse	**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
5520	OnlineCourse	**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.
4522	OnlineCourse	**Aqueous Ozone Training: Portable Caddy - U Facilities**	Learners will discover how to safely operate and clean an Aqueous Ozone Portable Caddy. Contact training@fm.utah.edu for support.
4635	OnlineCourse	**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.

4399	OnlineCourse	**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.
5554	OnlineCourse	**Arc Flash and Electrical Safety Best Practices - 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.
2089	InstructorLedCourse	**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.
877	OnlineCourse	**Asbestos Awareness - EHS**	In this training, you will receive and overview of asbestos. Refer questions concerning this course to questions@ehs.utah.edu
3278	OnlineCourse	**Ask, Listen, Refer: Best Practices for Engaging with Someone with Suicidal Thoughts (UPolice)**	In this video, Rachael Jasperson, LCSW, PhD, outlines some recommended best practices when having this important talk with someone. For example: -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).
3061	OnlineCourse	**Assessment - Infor Lawson (UHealth)**	This course assesses users on how to use the Infor Lawson requisition ordering tool. Contact email: bill.garcia@hsc.utah.edu (Updated January 2025)
6451	OnlineCourse	**Asset Condition Management: Alignment and Balancing Training - U Facilities**	Machines that are not maintained can break down overtime and cause significant production delays. Precision alignment and balancing will directly increase asset life and increase the machines' Mean Time Between Failures. This interactive online course will teach you how alignment and balancing fits into the overall reliability and Asset Condition Management (ACM) Program. You will learn about the technologies used in alignment and balancing procedures. Additionally, you will be presented with sample machinery case histories addressing practical considerations for the alignment and balancing procedures. Contact training@fm.utah.edu for support.
826	InstructorLedCourse	**ATC-20 Certification Training - U Facilities**	Utah Department of Public Safety ATC-20 training. Post earthquake Safety Evaluation of Buildings. Coordinated by U Facilities. Contact training@fm.utah.edu for support.
4804	OnlineCourse	**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.
3652	OnlineCourse	**Attestation Modifiers - Coding Practice (UMB)**	Upon completing this course, Coders will be able to identify the correct attestation modifiers. For questions regarding this course reach out to umb.training@hsc.utah.edu.
544	OnlineCourse	**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)
441	OnlineCourse	**Automated External Defibrillator (AED) - EHS**	This course provides an over view of how to operate an AED device. questions@ehs.utah.edu
533	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**Award Process (OSP)**	Grant and Award Management - Module 1: Learn about the award process (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
6035	OnlineCourse	**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	OnlineCourse	**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.
5973	OnlineCourse	**Bariatrics: Cultural Sensitivity for Patients with Obesity (UHealth)**	This course will go over understanding and awareness when caring for patients with obesity. Course contact: uuha-compliance@utah.edu
6027	OnlineCourse	**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
4297	OnlineCourse	**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.

3200	OnlineCourse	**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.
4998	OnlineCourse	**Better U Action Plan Walkthrough (UHealth)**	This course will review the Action Plan tool in the BetterU program. Contact email: betteru@hsc.utah.edu
5001	OnlineCourse	**Better U Dashboard Walkthrough (UHealth)**	This course will review the BetterU Dashboard. Contact email: betteru@hsc.utah.edu
4999	OnlineCourse	**Better U Idea Board Walkthrough (UHealth)**	This course will review how to use the Idea Board tool in the BetterU Dashboard. Contact email: betteru@hsc.utah.edu
5000	OnlineCourse	**Better U Survey Leader Overview (UHealth)**	This course will review information geared towards leaders in regards to the BetterU Survey. Contact email: betteru@hsc.utah.edu
4854	OnlineCourse	**Better U Survey Overview (UHealth)**	Learn key information about the Better U Survey so you can engage in the process. Reach out to betteru@hsc.utah.edu with any questions.
2573	OnlineCourse	**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	OnlineCourse	**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
4443	OnlineCourse	**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.
5861	OnlineCourse	**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
2587	InstructorLedCourse	**Bloodborne Pathogens (Research - Registration) - EHS**	IF YOU COMPLETED THE ONLINE TRAINING LAST YEAR, YOU DO NOT NEED TO REGISTER FOR THIS TRAINING. BRIDGE WILL AUTOMATICALLY ASSIGN YOU THE TRAINING BEFORE IT EXPIRES.....WHEN YOU REGISTER FOR THIS TRAINING, IT WILL BE CONVERTED TO AN ONLINE VERSION. IT WILL BE CONVERTED TO THE ONLINE VERSION THE DAY BEFORE YOU REGISTERED TO TAKE THE COURSE. THE IN-PERSON TRAININGS WILL NOT BE CONDUCTED ANYMORE. AGAIN, YOUR REGISTRATION WILL BE CHANGED TO THE ONLINE VERSION OF THIS TRAINING THE DAY BEFORE YOU ARE REGISTERED TO TAKE THE COURSE.
5610	OnlineCourse	**Bloodborne Pathogens (Research/Basic) - 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.
2644	OnlineCourse	**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.
2589	InstructorLedCourse	**Bloodborne Pathogens, Viral Vectors and Biosafety Level (BSL-2) Training Registration- EHS**	IF YOU COMPLETED THE ONLINE TRAINING LAST YEAR, YOU DO NOT NEED TO REGISTER FOR THIS TRAINING. BRIDGE WILL AUTOMATICALLY ASSIGN YOU THE TRAINING BEFORE IT EXPIRES.....WHEN YOU REGISTER FOR THIS TRAINING, IT WILL BE CONVERTED TO AN ONLINE VERSION. IT WILL BE CONVERTED TO THE ONLINE VERSION THE DAY BEFORE YOU ARE SCHEDEULED TO TAKE THE COURSE. THE IN-PERSON TRAININGS WILL NOT BE CONDUCTED ANYMORE. AGAIN, YOUR REGISTRATION WILL BE CHANGED TO THE ONLINE VERSION OF THIS TRAINING THE DAY BEFORE YOU ARE REGISTERED TO TAKE THE COURSE.
6443	OnlineCourse	**Bluebeam in 3 Hours - U Facilities**	Bluebeam is a software for working with PDF documents in the architecture, engineering, and construction (AEC) industries. Bluebeam helps teams stay coordinated during design and construction, giving you a robust data set through to completion. With great tools and workflows, Bluebeam enables you to save hours and reduce opportunity costs by eliminating redundant and complicated tasks. Giving project teams an efficient up-to-date and paperless environment ultimately saves money. In this course, you will learn how to seize these productivity benefits by utilizing the tools in Bluebeam and leverage its built-in cloud collaboration features to manage your construction projects in a paperless environment, using multiple workflows and examples. Bluebeam estimating, and its markup and document management tools, will help facilitate effective document control throughout your project cycles. In addition, by taking this course you will gain the skills to search for more than just text: with Bluebeam, you'll learn how to find symbols, details, and callouts throughout a set of documents. You will also learn about multiple versions of Bluebeam and the differences in features between them. This highly functional mix of theory, exercises, and practical cases will take you to the next level in your Bluebeam learning. Please note that this course features Bluebeam Revu 2018.
6444	OnlineCourse	**Blueprint Basics - U Facilities**	Contact training@fm.utah.edu for support. Blueprints are one of the most important communication tools that a company can possess. Blueprints must communicate ideas about many different subject areas to many different people within an organization. This course will discuss the front page, legend, and other aspects of blueprints. Contact training@fm.utah.edu for support.

2559	InstructorLedCourse	**BowMac's Command Post Operations Course - DPS**	To succeed in preparing for and responding to future critical incident threats, including public order events, terrorist attacks and disasters, emergency response agencies must complete extensive preparatory training —developing plans and conducting training and exercises that focus on likely critical incident scenarios. This program supports these imperatives by providing state-of-the-art training with an organized and effective all-hazards response to critical incidents. Scope Statement: A. This is a Management level course designed to provide training necessary to develop plans, policies, and procedures to manage the response to any type of critical incident in participants' jurisdictions. B. The course offers a unique blend of classroom presentations, case studies, and practical exercises on a 96 sq. ft. Model CityTM. C. It addresses, in detail, the considerations required to be addressed in a jurisdiction's plans for an all-hazards response to a critical incidents and how to effectively integrate ICS/NIMS and Unified Command principles to that local response. Objectives - Training enables course participants to: A. Develop plans, policies, and procedures required for safe and effective prevention and response to any type of critical incident B. Organize and conduct a Critical Incident Unified Command Post operation. C. Effectively coordinate agencies and resources required for the response to any type of critical incident D. Implement appropriate training and conduct management level training for their agencies E. This is the capstone course in the U.S. for preparing Public Safety Agency managers and Private Industry emergency managers to rapidly create and organize an effective and fully operational Unified Command Post to manage the
2558	InstructorLedCourse	**BowMac's Critical Incidents for Initial Responders - DPS**	Simulation-Based Training for Initial Response Personnel: A Unified Command All-Hazards approach to NIMS/ICS, CBRNE and WMD Incidents (3 Day Course) NM-002-RESP Course Description Overview To succeed in preparing for and responding to future critical incident threats, including public order events, terrorist attacks and disasters, emergency response agencies must complete extensive preparatory training —developing plans and conducting training and exercises that focus on likely critical incident scenarios. This program supports these imperatives by providing state-of-the-art training with an organized and effective all-hazards response to critical incidents. This is a performance (operations) level course designed to provide training necessary to develop plans, policies, and procedures to manage the response to any type of critical incident in participants' jurisdictions. The course offers a unique blend of classroom presentations, case studies, and practical exercises on a 96 sq. ft. model city. It addresses, in detail, the considerations required to be addressed in a jurisdiction's plans for an all-hazards response to a critical incidents and how to effectively integrate ICS/NIMS and Unified Command principles to that local response. Training enables course graduates to: • Develop plans, policies, and procedures required for safe and effective prevention and response to any type of critical incident • Coordinate agencies and resources required for the response to any type of critical incident • Implement appropriate training and conduct basic level training for their agencies This is the capstone course in the U.S. for preparing first-responders and especially managers in state and local emergency response agencies to safely and effective Target Audience • Law Enforcement / Fire / EMS
6432	OnlineCourse	**Brain Bites: Email Management - U Facilities**	From a frustrating chore to a powerful tool â€“ learn how to make email work for you More than ever before people rely on email in the workplace â€“ but we dread the amount of time it takes to read through and respond to all our messages. This course will give you the skills you need to tame your email mountain and use it as the effective tool it is meant to be. Brain Bites micro-learning courses are information-rich and convey important topics with an engaging mix of video and animation. With 5-minute video lessons and 30-minute-or-less courses, Brain Bites are the perfect tool to educate today's busy workforce. About Brain Bites mini-courses: Brain Bites courses are designed to be fast paced, information-rich courses which use a combination of video and animation to convey important business topics quickly and effectively, in five-minute micro-learning lessons. Written by highly experienced subject matter experts and presented in a two-person video-based style, Brain Bites courses are the perfect way to educate today's busy workforce. Contact training@fm.utah.edu for support.
1651	InstructorLedCourse	**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.
5482	OnlineCourse	**BSL-2 and Bloodborne Pathogens (Research) - EHS**	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.

2588	InstructorLedCourse	**BSL2 and Bloodborne Pathogens Exposure Control for Researchers - Registration - EHS**	IF YOU COMPLETED THE ONLINE TRAINING LAST YEAR, YOU DO NOT NEED TO REGISTER FOR THIS TRAINING. BRIDGE WILL AUTOMATICALLY ASSIGN YOU THE TRAINING BEFORE IT EXPIRES.....WHEN YOU REGISTER FOR THIS TRAINING, IT WILL BE CONVERTED TO AN ONLINE VERSION. IT WILL BE CONVERTED TO THE ONLINE VERSION THE DAY BEFORE YOU ARE SCHEDEULED TO TAKE THE COURSE. THE IN-PERSON TRAININGS WILL NOT BE CONDUCTED ANYMORE. AGAIN, YOUR REGISTRATION WILL BE CHANGED TO THE ONLINE VERSION OF THIS TRAINING THE DAY BEFORE YOU ARE REGISTERED TO TAKE THE COURSE.
1895	OnlineCourse	**Building 309 Motorpool Misc. Parts Washer/De-greaser Requirements - EHS**	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
6439	OnlineCourse	**Building Credibility and Trust for Improved Communication - U Facilities**	Managers build credibility and trust through effective communication. This lesson will help you with strategies to build self-confidence and improve your credibility and trustworthiness with coworkers. Contact training@fm.utah.edu for support.
6438	OnlineCourse	**Building Trust - U Facilities**	Even if you generally have a friendly and reasonable character, your position as a leader means a clear power dynamic exists between you and your reports, where you have the authority. That can make for a complicated relationship. Many people are naturally inclined not to trust their superiors. They tend to be wary because they know their future is somewhat in the hands of their superior. They also have to listen when the leader gives directives, reviews tasks, and gives feedback. There is a sense of control and demand that can limit the personal aspect of the relationship. You need to find a balance between respect and trust. You will have expectations of your employee, but if they don't trust you, they won't be comfortable around you. They may follow your orders but not feel like they can ask questions, offer suggestions, or take the initiative. Contact training@fm.utah.edu for support.
2256	InstructorLedCourse	**Building Trust for Stronger Relationships (Cohort, 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. Please reach out to training@utah.edu with any questions.
578	InstructorLedCourse	**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	OnlineCourse	**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.
319	OnlineCourse	**Business E-mail Etiquette - U Facilities**	Millions of messages are sent through email daily. Do you know what your messages say about you? Learn strategic etiquette for your communications that can impact your overall results. Using application exercises, rich multimedia and Enspark's signature Reality Check process, this course will give you the foundation you need to be effective in your email messages. Open Sesame Course, contact training@fm.utah.edu with questions.
2870	OnlineCourse	**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.
1116	InstructorLedCourse	**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.
3071	OnlineCourse	**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 themâ€"and their familiesâ€"to reduce access. Sponsored by Intermountain. Part of the Zero Suicide Initiative. Contact Emily Sullivan (emily.sullivan@dps.utah.edu). Updated March 2023
6428	OnlineCourse	**Career Goals: Finding Purpose in Your Career - U Facilities**	Let's face it – we spend a lot of our lives at work, so we shouldn't be unsatisfied, constantly stressed, or just straight up miserable in our jobs. Life's too short. 'Purpose' is that elusive word – sounds great and all, but how do we go about finding it? This course will break it all down for you and point you in the right direction. Contact training@fm.utah.edu for support.
6429	OnlineCourse	**Career Progression vs Career Development - U Facilities**	This course helps you to identify the difference between career progression and career development. A career progression framework can be best summed up with the age-old interview question: "Where do you see yourself in five years?" More likely than not, you've heard or asked this question — or some variation — during an appraisal or annual performance review. In this learning path, we're offering a guide to career progression to help individuals develop their careers. Contact training@fm.utah.edu for support.

392	OnlineCourse	**Carpentry 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
2838	OnlineCourse	**Category B Shipping and Dry Ice - EHS**	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 poising 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. Although we strive to ensure the information is current and accurate, we remind you that it is the employerâ€™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 donâ€™t be afraid to ask, or call someone if you are unsure. 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. Refer questions concerning this course to questions@ehs.utah.edu
541	OnlineCourse	**Cayuse 424 (OSP)**	OSP Fundamentals - Module 3: How to Complete an Application in Cayuse 424 (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
6229	OnlineCourse	**C-Cure Operator Confidentiality and Expectations 2025 - U Facilities**	This course will review the expectations of a C-Cure Operator. Contact training@fm.utah.edu for support.
6214	OnlineCourse	**C-Cure Operator Training: After Logging In - U Facilities**	This training course is designed to guide learners through the essential steps to take after successfully logging into the CCure system. Whether you are new to using CCure or looking to enhance your efficiency, this course will provide you with the knowledge and skills needed to navigate and utilize CCure effectively. Contact training@fm.utah.edu for support.
6337	OnlineCourse	**C-Cure Operator Training: Client Admin "Basic Navigation" - U Facilities**	This training course is designed to help learners master the fundamental skills needed to navigate the C-Cure Client Admin section with ease. Whether you are a beginner or looking to improve your efficiency, this course will provide you with the essential knowledge to confidently move through the C-Cure system. Contact training@fm.utah.edu for support.
6230	OnlineCourse	**C-Cure Operator Training: Client Admin "Changes to Profile: Clearances" - U Facilities**	This training course is designed to provide learners with the essential skills and knowledge needed to update clearances within the Client Admin system. This course will guide you through the process efficiently and securely. Contact training@fm.utah.edu for support.
6280	OnlineCourse	**C-Cure Operator Training: Client Admin "Changes to Profile: Credentials" - U Facilities**	This training course is designed to provide learners with the essential skills and knowledge needed to update credentials within the Client Admin system. Whether you are new to the system or looking to update credentials, this course will guide you through the process step-by-step. Contact training@fm.utah.edu for support.
6221	OnlineCourse	**C-Cure Operator Training: Client Admin "Changes to Profile: Customer" - U Facilities**	This training course is designed to provide learners with the essential skills and knowledge needed to change customer information within the Client Admin system. This course will guide you through the process of updating customer details accurately and efficiently. Contact training@fm.utah.edu for support.
6218	OnlineCourse	**C-Cure Operator Training: Client Admin "Changes to Profile: General" - U Facilities**	This training course is designed to help learners understand how to make general changes to a profile within the Client Admin system. Whether you are new to the system or looking to refine your skills, this course will provide you with the knowledge and confidence to update profile information accurately and efficiently. Contact training@fm.utah.edu for support.
6222	OnlineCourse	**C-Cure Operator Training: Client Admin "Changes to Profile: Previous Doors" - U Facilities**	This training course is designed to provide learners with the skills and knowledge needed to check and monitor door access usage within the Client Admin system. Whether you are responsible for security management or need to track access for compliance purposes, this course will guide you through the process of effectively using the system to monitor door access. Contact training@fm.utah.edu for support.
6217	OnlineCourse	**C-Cure Operator Training: Client Admin "Employee Information" - U Facilities**	This training course is designed to provide learners with the essential skills and knowledge needed to effectively manage employee information within the Client Admin system. This course will guide you through the processes of maintaining accurate and up-to-date employee information. Contact training@fm.utah.edu for support.
6216	OnlineCourse	**C-Cure Operator Training: Client Admin "Searching Personnel" - U Facilities**	This training course is designed to provide learners with the skills and knowledge needed to efficiently search for personnel within the C-Cure Client Admin system. Whether you are new to the system or looking to enhance your search capabilities, this course will guide you through the process of locating and managing personnel information effectively. Contact training@fm.utah.edu for support.
6233	OnlineCourse	**C-Cure Operator Training: Client Monitoring "Basic Navigation" - U Facilities**	This training course is designed to help learners master the fundamental skills needed to navigate the C-Cure Client Monitoring section with ease. This course will provide you with the essential knowledge to confidently move through the C-Cure system. Contact training@fm.utah.edu for support.

6234	OnlineCourse	**C-Cure Operator Training: Client Monitoring "Manual Actions" - U Facilities**	This training course is designed to provide learners with the skills and knowledge needed to perform manual actions within the client monitoring system. This course will guide you through the process of executing manual actions accurately and effectively. Contact training@fm.utah.edu for support.
6231	OnlineCourse	**C-Cure Operator Training: Finding Employees Using Card Number - U Facilities**	This training course is designed to provide learners with the skills and knowledge needed to efficiently find employees using their card numbers within the C-Cure system. This course will guide you through the process of locating employee information quickly and accurately. Contact training@fm.utah.edu for support.
6338	OnlineCourse	**C-Cure Operator Training: How to Diagnose Card Issues - U Facilities**	This training course is designed to provide learners with the essential skills and knowledge needed to diagnose card issues within the C-Cure system. This course will guide you through the process of diagnosing card issues in a timely and accurate manner. Contact training@fm.utah.edu for support.
6235	OnlineCourse	**C-Cure Operator Training: How to run a report - U Facilities**	This training course is designed to provide learners with the essential skills and knowledge needed to run reports within the C-Cure system. This course will guide you through the process of generating accurate and insightful reports. Contact training@fm.utah.edu for support.
6232	OnlineCourse	**C-Cure Operator Training: How to Run an Audit - U Facilities**	This training course is designed to provide learners with the essential skills and knowledge needed to run audits within the C-Cure system. This course will guide you through the process of conducting thorough and effective audits. Contact training@fm.utah.edu for support.
6213	OnlineCourse	**C-Cure Operator Training: Logging In - U Facilities**	This training course is designed to equip learners with the essential skills and knowledge required to successfully log into the CCure programs. Whether you are a beginner or looking to refresh your skills, this course will guide you through the process step-by-step, ensuring you gain confidence and proficiency. Contact training@fm.utah.edu for support.
3410	OnlineCourse	**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).
6246	OnlineCourse	**Centrifugal Pump Operations and Maintenance - U Facilities**	Pump operations and pump maintenance are two closely interrelated topics. Poor mechanical pump maintenance will lead to a loss of hydraulic performance and what may appear to be operational problems. Operational decisions which cause the pump to operate outside of its preferred operation region can lead to physical pump damage which could be misinterpreted as a traditional maintenance issue. It is important to determine the root cause of a problem. This course will cover methods for monitoring pump hydraulic operation and methods for observing and maintaining the mechanical condition of a pump. Contact training@fm.utah.edu for support.
3919	OnlineCourse	**Chemical Dispenser Use - U Facilities**	Learners will discover how to operate a wall mounted chemical dispenser safely. Contact training@fm.utah.edu for support.
2830	OnlineCourse	**Chemical Hygiene - EHS**	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. Refer questions concerning this course to questions@ehs.utah.edu
2477	InstructorLedCourse	**CliftonStrengths for Managers and Directors (UHRM)**	Learn the basics of the assessment, unpack your results, and apply them to your every day life. This training is for Management Essentials and Director Series participants only. ENSURE YOUR ASSESSMENT HAS BEEN TAKEN BEFORE THIS SESSION. Email training@utah.edu with questions.
1585	InstructorLedCourse	**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	OnlineCourse	**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.
2122	InstructorLedCourse	**Coaching Approach in Leadership (UCAN/UHRM)**	Welcome! This VIRTUAL course will help you learn and understand a coaching mindset and approach towards leading. Objectives are to practice being more curious, to notice what thoughts are leading you and where, and how to better navigate how you are showing up regardless of the circumstances. This is an elective for Management Essentials Certificate. For questions please contact sarah.burton@hsc.utah.edu
2479	InstructorLedCourse	**Coffee Breaks - Advancement**	An opportunity to learn about and reinforce understanding of how to perform specific tasks and functions within your advancement work. Topics may include Unite processes and features, best practices from central advancement teams, and tips and tricks to expedite your work. Contact preston.lindhardt@admin.utah.edu with questions about this training.
144	InstructorLedCourse	**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.

6247	OnlineCourse	**Commercial HVAC Systems Essentials - U Facilities**	When planning HVAC systems for larger types of buildings, there are special considerations to take into account, such as higher density of people, special lighting and equipment, and other conditions that all may potentially generate heat. As a result, in most commercial buildings, the air conditioning and recirculation of air in the space becomes more important than providing heat - this is somewhat dependent on the location of the building. This course will provide essential information regarding HVAC systems in the areas of commercial refrigeration, space heating, boilers and furnaces, as well as controls and interfaces. If you're involved in HVAC systems in the areas of design, construction, maintenance, or management, this course will be a key training experience for your career. As a result of completing this training, you will have a better understanding of these core areas of HVAC systems and will be able to successfully contribute to your company - in system design, overseeing construction/maintenance, and management. Contact training@fm.utah.edu for support.
6242	OnlineCourse	**Commercial Plumbing Systems Essentials - U Facilities**	This course will provide essential information regarding Plumbing Systems in the areas of water supply systems, drainage systems, commercial plumbing fixtures, and backflow compliance. If you're involved in Plumbing systems in the areas of design, construction, maintenance, or management, this course will be a key training experience for your career. As a result of this training, you will have a better understanding of these core areas of Plumbing systems and will be able to successfully contribute to your company- in system design, overseeing construction and maintenance activities, and company management. Contact training@fm.utah.edu for support.
6452	OnlineCourse	**Commercial Structural and Building Systems Essentials - U Facilities**	This course will cover essential information regarding structural and building systems, with a focus on commercial building structures and roofing systems. As a result of reviewing this course, you will gain valuable knowledge and training in these core areas of structural and building Systems. We will also review a number of case studies that will provide you with valuable insight into unique approaches with building construction that are in use today. These case studies will provide you with some interesting viewpoints that You'll find useful in the development of your own projects. Contact training@fm.utah.edu for support.
1953	OnlineCourse	**Communicating Effectively - U Facilities**	Learning how to communicate effectively is an essential skill for the workplace. This course teaches you the basics of body language, how to confidently express yourself, and build better relationships. You may be surprised to learn that most of our communication is based on non-verbal cues. The way you look, listen, and react to another person reveals a lot about how you're feeling. In this course, you'll gain a deeper understanding of how communication works so that you can express yourself clearly, forge deeper connections with others, and avoid misunderstandings. You'll also learn to be a better listener and a more effective questioner, and discover how to write engaging and professional emails. This 30-minute course includes engaging animated video with audio narration and quizzes to test your understanding of the material. Contact training@fm.utah.edu for support.
6401	OnlineCourse	**Communication and Its Challenges - U Facilities**	There are specific rules you must follow to be an effective communicator. You have specific communication needs and use specific skills and tools depending on your audience. However, your work environment creates many of its own rules about communication, and this raises its own set of communication challenges. This course is part of the Communicator's Pocketbook series, a series that explains how to make you more aware of your communication style and how to improve it. In this course, you'll be introduced to the common challenges and causes of failures of a communicator. You'll also understand how assumptions can impact communication and how to overcome making them. Finally, you'll learn the challenges in creating the right balance of communication. By the end of this course, you'll be able to identify the challenges in your own communication. Contact training@fm.utah.edu for support.
6422	OnlineCourse	**Communication and the Science of Great Team Building - U Facilities**	What we usually consider to be elusive group dynamics that characterize high-performing teams - such as energy, creativity, and shared commitment - are actually observable, quantifiable, and measurable qualities. And as such, teams can be taught how to strengthen them. Following research from MIT Sloan School of Management, in this course, you'll learn the defining communication characteristics of successful teams and 3 critical aspects of communication that affect team performance. you'll also learn how to analyze your team and apply the findings to create a team that communicates and performs better. Contact training@fm.utah.edu for support.
2578	OnlineCourse	**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	OnlineCourse	**Communication Skills for Handling Complaints - U Facilities**	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. This course is part of the Handling Complaints Pocketbook series, a series that provides tips and strategies for managing customer complaints. Open Sesame Course, contact training@fm.utah.edu with questions.
6409	OnlineCourse	**Communication Skills: Active Listening - U Facilities**	Learners are taught some steps to make sure they are practicing active listening when helping customers. Some of the main points in this topic are: using verbal and emotional cues, asking clarifying questions, using paraphrasing, and more. Contact training@fm.utah.edu for support.
837	InstructorLedCourse	**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.

6449	OnlineCourse	**Completing Risk Assessments - U Facilities**	In a nutshell, if your workplace has any kind of responsibility for other people, then you are required to complete a risk assessment, this is crucial for the safety of the individual's in the workplace. In order to carry out a risk assessment, you need to distinguish the hazards in your workspace, moreover, you need to identify how these hazards can be either eliminated or to find a way whereby you can reduce the risk of harm or injury. Once you've established the risks and how to avoid them, or even better; eliminate them, you need to write them down and share them with the individual's in that workspace, and it is absolutely crucial that you make individual's read and understand them, as it's your responsibility. A risk assessment at times is evaluated in the form of a toolbox talk, moreover it's important these risks are constantly reviewed. It is essential that a risk assessment must be displayed in a manner where there's no ambiguity, where staff can follow instructions and respond appropriately on the actual assessment. The elimination of the risk is always the number one goal, however, at times that may be costly, so there may be other various options for control measures that have a smaller cost implication.
540	OnlineCourse	**Components of a Proposal (OSP)**	Contact training@fm.utah.edu for support. Proposal & Budget Preparation - Module 1: Learn about components of a proposal (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
3181	OnlineCourse	**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
6298	OnlineCourse	**Concur Travel Navigation - Financial Services**	This online course covers the basic navigation of Concur. For issues accessing/completing the course, contact Katie Hansell at katie.hansell@admin.utah.edu.
2261	InstructorLedCourse	**Conducting Performance Reviews (Cohort, 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.
515	InstructorLedCourse	**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.
1826	OnlineCourse	**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
3550	OnlineCourse	**Confined Spaces Awareness - U Facilities**	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. Contact training@fm.utah.edu for support.
1982	InstructorLedCourse	**Confined Spaces Certification: Classroom Session 2024 - U Facilities**	Learners will discover how to be safe when performing work in Level I, II, or III confined spaces. Contact training@fm.utah.edu for support.
1983	InstructorLedCourse	**Confined Spaces Certification: Hands-On Session 2024 - U Facilities**	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.
6427	OnlineCourse	**Conflict Resolution - U Facilities**	This online Conflict Resolution Training course is designed for the use of all levels of employees. This course provides the user with effective techniques and strategies to handle conflict in the workplace. This course can be completed in just 30 minutes, and it provides the user with a printable certificate upon completion. Contact training@fm.utah.edu for support.
6426	OnlineCourse	**Conflict Resolution and Communication in the Workplace - U Facilities**	In this course, learners discover how to better communicate with each other and resolve conflicts, resulting in more efficient and positive interactions and stronger relationships in the workplace. Contact training@fm.utah.edu for support.
2683	OnlineCourse	**Congratulations on Your Management Essentials Certificate! (UHRM)**	Congratulations on the time and effort you put in to complete your Management Essentials Certificate. This final module will provide links to further resources and an opportunity to provide feedback on your experience in the program.
6197	OnlineCourse	**Congratulations on Your Workplace Essentials Certificate! (UHRM)**	Congratulations on completing the Workplace Essentials Certificate! Complete this final course to provide the training team feedback and to learn more about the Management Essentials Certificate. Reach out to training@utah.edu with questions.
6243	OnlineCourse	**Contactors and Relays - U Facilities**	Contactors and Relays is a course designed to familiarize participants with the operation and use of magnetic contactors and relays. After completing this course, participants should be able to describe the operating principles of magnetic contactors and relays, and explain how both types of devices are used in electrical systems. They should also be able to describe the components and operation of low-voltage remote control switching systems. Contact training@fm.utah.edu for support.
1799	OnlineCourse	**Continuity of Operations - EHS**	In this course you will learn about the continuity of operation at EHS. questions@ehs.utah.edu
2333	OnlineCourse	**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.
6073	OnlineCourse	**Course 1 - Liaison Roles & New User Onboarding (SA)**	The first course of Assessment and Qualtrics Training Program that covers Liaison Roles & New User Onboarding. For more information, please contact assessment@sa.utah.edu
6074	OnlineCourse	**Course 2 - Introduction to Surveys (SA)**	The second course of Assessment and Qualtrics Training Program that covers Introduction to Surveys. For more information, please contact assessment@sa.utah.edu
6075	OnlineCourse	**Course 3 - Introduction to Qualtrics (SA)**	The third course of Assessment and Qualtrics Training Program that covers Introduction to Qualtrics. For more information, please contact assessment@sa.utah.edu
6076	OnlineCourse	**Course 4 - Survey Project Creation (SA)**	The fourth course of Assessment and Qualtrics Training Program that covers Survey Project Creation. For more information, please contact assessment@sa.utah.edu

6077	OnlineCourse	**Course 5 - Submitting for Approval & Distribution (SA)**	The fifth course of Assessment and Qualtrics Training Program that covers Submitting for Approval & Distribution. For more information, please contact assessment@sa.utah.edu
511	InstructorLedCourse	**CPR/ AED Training - U Facilities**	This is a 4-hour in person class. The focus of the class is care for seriously injured or ill patients in an urban setting where EMS will arrive within 15 – 30 minutes. CPR, use of an AED and care for airway obstruction combine with treatment for trauma, including bleeding, shock and spinal injuries and common serious medical emergencies are covered in the class. (Certification through the American Heart Association may be available.) Contact training@fm.utah.edu for support.
2258	InstructorLedCourse	**Creating a Culture of Engagement (Cohort, 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. Please reach out to training@utah.edu with any questions.
587	InstructorLedCourse	**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	OnlineCourse	**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	OnlineCourse	**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.
2560	InstructorLedCourse	**Critical Incident Management Instructor School - DPS**	Scope Statement This is a performance based, instructor level course designed to provide training and the certification necessary to train public safety responders and support staff to develop plans, policies, and procedures to manage the response to any type of critical incident in participants' jurisdictions. Student Trainers will prepare to provide BowMac's certified course, which offers a unique blend of classroom presentations, case studies, and practical exercises on a 96 sq. ft. model city. It addresses, in detail, the considerations required to be addressed in a jurisdiction's plans for an all-hazards response to a critical incidents and how to effectively integrate ICS/NIMS and Unified Command principles to that local response. Training enables student instructors to: Train and evaluate students to develop plans, policies, and procedures required for safe and effective prevention and response to any type of critical incident Train and evaluate students to coordinate agencies and resources required for the response to any type of critical Incident BowMac's Initial Response for Critical Incidents course is the capstone course in the U.S. for preparing first-responders and especially managers in state and local emergency response agencies to safely and effectively deploy first-responders and unify command during a multiagency/ multi-disciplinary response to any type of critical incident. Course Length: 16 days (2 Pilots and 1 T3). Contact Shawn Roberts @ Shawn.roberts@utah.edu if you have any questions
1717	InstructorLedCourse	**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.
5233	OnlineCourse	**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).
2090	InstructorLedCourse	**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.
106	InstructorLedCourse	**Custodial Onboarding Training - U Facilities**	This is in-person, hands-on training for safety, processes, and expectations for all new custodial employees. Contact training@fm.utah.edu for support.
5605	OnlineCourse	**Customer Relationship: Building Trust - U Facilities**	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. Open Sesame Course, contact training@fm.utah.edu with questions.

6248	OnlineCourse	**Customer Service - U Facilities**	Customer service is the direct one-on-one interaction between a consumer making a purchase or asking for help and a representative of the company. In other words, customer service agents typically make phone calls, serve customers in-store or online, and answer emails for companies like airlines. This job is often filled with the responsibility of making difficult decisions about how to handle a variety of situations that might arise during interactions with clients. The work can be physically demanding as well - everything from physical labor such as picking up blue bags from stores to lifting heavy objects may be part of the line of duty. Contact training@fm.utah.edu for support.
5940	OnlineCourse	**Customer Service for Field Service Technicians - U Facilities**	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. This course includes a video presentation, downloadable supplementary material for future reference and a post-assessment test to review your knowledge.
6333	OnlineCourse	**Data Classification Training- HCI**	Open Sesame Course, contact training@fm.utah.edu with questions. Data classification information for Huntsman Cancer Institute. Learners will review the different categories of data, and how to keep data safe. HCI. Contact Sheila Sconiers.
515	OnlineCourse	**Defensive Driver Course Instructions (UHRM)**	In this course you will learn how to complete the Utah State public defensive driving course.
6174	OnlineCourse	**Defensive Driving - U Facilities 2024**	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. This course includes information on university guidelines and best practices for operating University vehicles within U Facilities.
1251	InstructorLedCourse	**Delegation - How to let it go! (UHRM)**	Contact training@fm.utah.edu for support. 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.
232	InstructorLedCourse	**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.
6143	OnlineCourse	**Departmental Showcase - Alumni Relations (UA)**	Learners will be able to identify the priority programs and events of the U Alumni office Learners will be able to identify the core teams of the U Alumni office
6201	OnlineCourse	**Departmental Showcase: Advancement Operations (UA)**	Contact preston.lindhardt@admin.utah.edu with any questions. -Learners will be able to identify the five areas that make up Advancement Operations -Learners will be able to summarize Advancement Operation's scope of work
6109	OnlineCourse	**Departmental Showcase: Advancement Services (UA)**	Contact Preston Lindhardt (preston.lindhardt@admin.utah.edu) Learners will be able to identify which teams make up the Advancement Services department. Learners will be able to identify how to use Unite to stay informed of the top priorities of the Advancement Services team.
6116	OnlineCourse	**Departmental Showcase: Annual Giving (UA)**	Contact preston.lindhardt@admin.utah.edu with any questions. Learners will be able to identify the major crowdfunding campaigns that the Annual Giving team facilitates. Learners will be able to identify the communication frequency of an Annual Giving crowdfunding campaign.
6141	OnlineCourse	**Departmental Showcase: Donor Relations (UA)**	Contact preston.lindhardt@admin.utah.edu with any questions. Learners will be able to recall the Donor Relations purpose statement Learners will be able to identify the five areas that make up the Donor Relations team
6182	OnlineCourse	**Departmental Showcase: Gift Agreement & Compliance (UA)**	Contact preston.lindhardt@admin.utah.edu with any questions. Learners will be able to identify the purpose of the Gift Agreement & Compliance team Learners will be able to define the term "donor-centric" as it relates to Gift Agreement & Compliance
6112	OnlineCourse	**Departmental Showcase: Gift Services (UA)**	Contact Preston Lindhardt (preston.lindhardt@admin.utah.edu) Learners will be able to identify the volume of gifts that the Gift Processing team completes. Learners will be able to recall the legal requirements for check deposits.
6212	OnlineCourse	**Departmental Showcase: Information Services (UA)**	Contact preston.lindhardt@admin.utah.edu with any questions. Learners will be able to identify the four key deliverables of the Prospect Development department Learners will be able to identify the primary objectives of the Prospect Management department.
6179	OnlineCourse	**Departmental Showcase: Parental Giving (UA)**	Contact Preston Lindhardt (preston.lindhardt@admin.utah.edu) Learners will be able to identify the four mass campaigns that Parental Giving hosts each year Learners will be able to identify the six events that make up the annual Parental Giving process
6147	OnlineCourse	**Departmental Showcase: Principal Giving (UA)**	Contact Preston Lindhardt (preston.lindhardt@admin.utah.edu) Learners will be able to differentiate between Principal and Transformational gifts Learners will be able to identify the factors that make a project urgent
6205	OnlineCourse	**Departmental Showcase: Prospect Development (UA)**	Contact preston.lindhardt@admin.utah.edu with any questions. Learners will be able to identify the four key deliverables of the Prospect Development department Learners will be able to identify the primary objectives of the Prospect Management department.
6113	OnlineCourse	**Departmental Showcase: Talent Enhancement (UA)**	Contact Preston Lindhardt (preston.lindhardt@admin.utah.edu) Learners will be able to identify the three core competencies of the Talent Enhancement team. Learners will be able to identify where to locate the Onboard New Hire form within Unite. Contact Preston Lindhardt (preston.lindhardt@admin.utah.edu)

539	OnlineCourse	**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)
6038	OnlineCourse	**Developing A Strong Leadership Team - U Facilities**	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. 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. Open Sesame Course, contact training@fm.utah.edu with questions.
6423	OnlineCourse	**Developing Personal Accountability - U Facilities**	Developing Personal Accountability is a short engaging course designed to explain and provide examples of ways to be personally accountable. Being accountable is being professional and a must to succeed in your job. In this course psychologist Peter Quarry explains accountability as knowing who you are accountable to and what you are accountable for, for example agreed goals and standards. When you are accountable you are willing to accept responsibility for performance, engage in discussion and act on suggestions for improvement. Contact training@fm.utah.edu for support.
6416	OnlineCourse	**Developing Trainer Skills - U Facilities**	Developing Trainer Skills is part of the Cutting Edge Communication Comedy Series. A powerful training series covering over 80 workplace topics every workplace needs to address. Short, sharp and funny with simple messages and skills for everyone. Cutting Edge Communication follows several characters through a landscape of social faux pas, insult and embarrassment. This series will amaze and enter-train, covering important lessons in human interaction, motivation, leadership, service, unprofessional behavior, apologizing, negotiating, stress, and difficult people, among many other workplace hot button issues. In Developing Trainer Skills, Cutting Edge intern Dion is keen to develop his skills as a trainer; the first step is to inspire and ensure relevance, no matter what the topic. Serena advocates asking at the outset about participants needs and getting their attention straightaway. Sam feels his talent is listening to participants and tailoring his approach to individuals different learning paces. Dion stresses the importance of an encouraging and positive atmosphere, no shooting down of peoples ideas and input. Carol advocates colorful, succinct speaking that raises peoples energy levels and readiness to hear whats next. Sam cautions against being intolerant and impatient, while Steve recommends the necessity of never condescending to ones audience. Dion demonstrates the importance of respectful interaction and openness to feedback (despite momentarily becoming defensive when Steve challenges him). Contact training@fm.utah.edu for support.
5945	OnlineCourse	**Developing Your Culture: Cross-Cultural Considerations 01. What is Culture? - U Facilities**	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. 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. Open Sesame Course, contact training@fm.utah.edu with questions.
5942	OnlineCourse	**Developing Your Culture: Cross-Cultural Considerations 02. What's Your Culture? - U Facilities**	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. This course is part of our wider Developing Your Culture series, delivering useful information through an interactive video and downloadable student materials. Open Sesame Course, contact training@fm.utah.edu with questions.
5943	OnlineCourse	**Developing Your Culture: Cross-Cultural Considerations 04. Workplace Basics - U Facilities**	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. 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. Open Sesame Course, contact training@fm.utah.edu with questions.
2523	InstructorLedCourse	**Director Series Certificate Wrap Up Meeting (UHRM)**	In this class we will have a chance to reflect on what we have learned and what more we can do to help our team members be successful. Contact training@utah.edu with any questions.
2475	InstructorLedCourse	**DiSC for Managers and Directors (UHRM)**	Learn the basics of DiSC, unpack your style and explore your impact, and apply DiSC into your every day interactions. This training is for Management Essentials and Director Series participants. ENSURE YOUR ASSESSMENT HAS BEEN TAKEN BEFORE THIS SESSION. Email training@utah.edu with questions about this training.
2262	InstructorLedCourse	**Discussing Gaps in Employee Performance (Cohort, 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.
609	InstructorLedCourse	**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	OnlineCourse	**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.

3221	OnlineCourse	**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.
626	OnlineCourse	**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	InstructorLedCourse	**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.
1860	OnlineCourse	**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
2653	OnlineCourse	**Donor Interactions & Contact Reports - Advancement (UA)**	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.
3196	OnlineCourse	**Drill Press SOP - U Facilities**	In this training you will learn about, the Standard Operating Procedures for the use of a drill press. Contact training@fm.utah.edu for support.
2517	InstructorLedCourse	**Driving Transformation: Strategies for Leading Change Effectively (UHRM)**	Master the skills needed to lead your organization through change with confidence. This workshop focuses on change management principles, overcoming resistance, and fostering a culture of innovation. This is part of the Directors Series. Contact training@utah.edu with any questions.
5643	OnlineCourse	**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
6475	OnlineCourse	**DURABLE VENTRICULAR ASSIST DEVICE (VAD) ADVANCED (UHealth)**	Describe the fundamental principles of heart failure and its impact on mechanical circulatory support (MCS) interventions. Identify the indications and components of mechanical circulatory support devices used in the University of Utah MCS Program. Demonstrate proper documentation and post-operative care protocols for patients with ventricular assist devices (VADs). Analyze potential complications and emergency situations associated with MCS devices, including appropriate responses. Gain knowledge of the various VAD resources available and how to contact the VAD team for assistance and emergencies. Please email vadteam@hsc.utah.edu with any questions about this training.
6473	OnlineCourse	**DURABLE VENTRICULAR ASSIST DEVICE (VAD) Basic (UHealth)**	Identify the indications and components of mechanical circulatory support devices used in the University of Utah MCS Program. Analyze potential complications and emergency situations associated with MCS devices, including appropriate responses. Gain knowledge of the various VAD resources available and how to contact the VAD team for assistance and emergencies. Please email vadteam@hsc.utah.edu with any questions about this training.
6474	OnlineCourse	**DURABLE VENTRICULAR ASSIST DEVICE (VAD) Intermediate (UHealth)**	Identify the components of mechanical circulatory support devices used in the University of Utah MCS Program. Demonstrate proper documentation protocols for patients with ventricular assist devices (VADs). Analyze potential complications and emergency situations associated with MCS devices, including appropriate responses. Identify the 5 different LVADs that are maintained at the U of U Health. Gain knowledge of the various VAD resources available and how to contact the VAD team for assistance and emergencies. Please email vadteam@hsc.utah.edu with any questions about this training.
3211	OnlineCourse	**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	OnlineCourse	**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.
6080	OnlineCourse	**EAD Campus Volunteer Training (UHRM)**	Thank you for volunteering for EAD! Take this course to learn the ins and outs of volunteering: how to get there, what to bring, and what your role will be. Contact mandy.skonhovd@utah.edu with questions about EAD.
6081	OnlineCourse	**EAD UHRM and Staff Council Volunteer Training**	Thank you for volunteering for EAD! Take this course to learn the ins and outs of volunteering: how to get there, what to bring, and what your role entails. Contact Mandy at mandy.skonhovd@utah.edu with questions.
2260	InstructorLedCourse	**Effective and Engaging Communication (Cohort, UHRM)**	Participants will learn about effective communication techniques and how to be more engaging through our actions and the way we speak. Contact training@utah.edu with any questions.
589	InstructorLedCourse	**Effective and Engaging Communication (UHRM)**	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	InstructorLedCourse	**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.
2297	OnlineCourse	**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	OnlineCourse	**EHS Exposure Control Plan - EHS**	This plan is designed to eliminate employee exposure to bloodborne pathogens. questions@ehs.utah.edu
4075	OnlineCourse	**EHS Supervisor Expectations - EHS**	This course provides information for Supervisory expectations when managing personnel. questions@ehs.utah.edu
6295	OnlineCourse	**Emergency Response Guide Training | Campus Recreation Services**	This training covers key sections of the CRS Emergency Response Guide and prepares staff to respond to a variety of emergency situations that may occur during business hours. All CRS staff are expected to read and understand the guide. Regular review is encouraged in addition to this training. Refer questions concerning this course to Adam.hodson@crs.utah.edu
2259	InstructorLedCourse	**Employee Accountability & Performance Management (Cohort, 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. Contact training@utah.edu with any questions.
588	InstructorLedCourse	**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	OnlineCourse	**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.
351	OnlineCourse	**Employee Benefits at the University of Utah (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.
2515	InstructorLedCourse	**Empowering Success: Performance Management for Directors (UHRM)**	Gain tools to effectively set expectations, provide constructive feedback, and drive high performance. This session equips directors with methods to align individual goals with broader organizational objectives. This is part of the Directors Series. Contact training@utah.edu for any questions.
5689	OnlineCourse	**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.
2757	OnlineCourse	**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.
2934	OnlineCourse	**Environmental Health and Safety: Inspection Training for the Inspector - EHS Ver. 2025**	Training on the Inspection Process, Requirements, and SAM System Navigation. questions@ehs.utah.edu
1850	OnlineCourse	**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.
4331	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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.
2297	InstructorLedCourse	**Equipment Training: ATV Vacuum - U Facilities**	Employees will learn how to properly use and maintain the ATV Vacuum training@fm.utah.edu for support
2299	InstructorLedCourse	**Equipment Training: Clarke Scrubber - U Facilities**	Employees will learn how to properly use and maintain Scrubbers Contact training@fm.utah.edu for support.
2334	InstructorLedCourse	**Equipment Training: I20 - U Facilities**	Employees will learn how to properly use and maintain Scrubbers Contact training@fm.utah.edu for support
119	InstructorLedCourse	**Equipment Training: I-20 & I-22 Scrubber - U Facilities**	Employees will learn how to properly use and maintain Scrubbers. Contact training@fm.utah.edu for support.
2298	InstructorLedCourse	**Equipment Training: I20 and I24 - U Facilities**	Employees will learn how to properly use and maintain Scrubbers Contact training@fm.utah.edu for support
6424	OnlineCourse	**Essential KPIs - U Facilities**	Understanding your metrics are critical to the success of marketing organizations. Applying context to data helps, and understanding the effectiveness of your marketing to a variety of stakeholders in your organization, will help you make sound marketing decisions. For many marketers, it's not a question of, "Do I measure my marketing?" It's a question of, "What do I measure?" And most importantly, what do you do with the data once you have it? Contact training@fm.utah.edu for support.
4669	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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
653	InstructorLedCourse	**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.
4806	OnlineCourse	**Evidence of Review - Financial Services**	This course covers the Evidence of Review process for Activities and Projects, including the steps for completing it.
2552	InstructorLedCourse	**Excel Basics (UMB)**	For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu. In this course, learners gain the knowledge and skills to create and edit worksheets, use formulas, sort and filter data, and present information in a professional chart or graph. Includes an eLearning component. Contact suzi.m.duignan@hsc.utah.edu
2555	InstructorLedCourse	**Excel Essentials- Part 1: Formulas: Logical and Look-Up (UMB)**	In this course, participants learn to use IF/AND/OR and other logical formulas and functions. They also learn VLOOKUP and other useful reference functions. Contact suzi.m.duignan@hsc.utah.edu
2553	InstructorLedCourse	**Excel Essentials: Beyond the Basics (UMB)**	In this course, learners use conditional and custom number formatting, data validation, and other intermediate-level Excel skills. Contact suzi.m.duignan@hsc.utah.edu
5006	OnlineCourse	**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.
2557	InstructorLedCourse	**Excel Essentials: Charts, Graphs, & Maps (UMB)**	In this course, participants explore various data visualization tools including charts, graphs, and maps and learn how these visual elements can be best applied to view, understand, and present data. Contact suzi.m.duignan@hsc.utah.edu
2554	InstructorLedCourse	**Excel Essentials: PivotTables (UMB)**	In this course, participants learn to create PivotTables and ensure data is clean and usable. Contact suzi.m.duignan@hsc.utah.edu
2556	InstructorLedCourse	**Excel Essentials-Formulas: Part 2: Text/String & Date and Time (UMB)**	In this course, participants learn to use text/string, and date and time formulas and functions and familiarize with other useful mathematical functions. Contact suzi.m.duignan@hsc.utah.edu
6105	OnlineCourse	**Expense Travel (Arranger) - Financial Services**	This online course provides an overview of the universityâ€™s travel expense process. Course content is geared towards travel arrangers. See the "Traveler" version for content geared towards travelers. For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu.
6106	OnlineCourse	**Expense Travel (Traveler) - Financial Services**	This online course provides an overview of the university's travel expense process. Course content is geared towards travelers. See the "Arranger" version for content geared towards arrangers. For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu.
1252	InstructorLedCourse	**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.
6417	OnlineCourse	**Facilitation Skills for Trainers - U Facilities**	In this lesson, you will engage in many activities and receive a number of tools that you can use in your training sessions. Contact training@fm.utah.edu for support.
5759	OnlineCourse	**Fact Sheet- Personal Protective Equipment - EHS**	This Fact Sheet provides information about personal protective equipment. questions@ehs.utah.edu

6375	OnlineCourse	**Fair and Effective Hiring Part 1: Preparing to Hire (UHealth)**	In the first module of the Fair and Effective Hiring series, you'll learn how personal preferences and assumptions can sometimes distract us from identifying candidates who have the right skills and qualifications for the job. Contact Clare Lemke with any questions (clare.lemke@hsc.utah.edu)
6376	OnlineCourse	**Fair and Effective Hiring Part 2: Interviewing Candidates (UHealth)**	In the second module of the Fair and Effective Hiring series, you'll learn some of the barriers to fair and effective interviewing and actions you can take to overcome them. Contact Clare Lemke with any questions (clare.lemke@hsc.utah.edu)
6377	OnlineCourse	**Fair and Effective Hiring Part 3: Evaluating Candidates (UHealth)**	In the final module of the Fair and Effective Hiring series, you'll learn best practices for evaluating candidates, including how to use a rubric template. Contact Clare Lemke with any questions (clare.lemke@hsc.utah.edu)
444	OnlineCourse	**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
1226	OnlineCourse	**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.
565	InstructorLedCourse	**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.
1260	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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
6241	OnlineCourse	**Flow, Level, and Pressure Sensors - U Facilities**	Flow measurement devices, or flow sensors, measure the volume of a liquid or gas that passes through a container in a given amount of time. This course discusses the common flow, level, and pressure sensor designs as well as defines common industry terms such as “turndown ratio,” “psi,” and “atmospheric pressure.” Contact training@fm.utah.edu for support.
6450	OnlineCourse	**For the Environment: Zero Carbon Emissions - U Facilities**	In this course, you'll learn theLearn the keys to a sustainable and environmentally conscious lifestyle in order to foster a more sustainable and less carbon-intensive society. Contact training@fm.utah.edu for support.
2056	InstructorLedCourse	**Forklift Certification: Hands-On Session - U Facilities**	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.
6253	OnlineCourse	**Forklift Key-Off Inspections - U Facilities**	Forklift inspections are a critical component of forklift safety. In this video toolbox talk, we demonstrate how to conduct a forklift key-off inspection. Contact training@fm.utah.edu for support.
6254	OnlineCourse	**Forklift Key-On Inspections - U Facilities**	Forklift inspections are a critical component of forklift safety. In this video toolbox talk, we demonstrate how to conduct a forklift key-on inspection. Contact training@fm.utah.edu for support.
6255	OnlineCourse	**Forklift Safe Operation Basics - U Facilities**	We all need a refresher on the basics of safe forklift operating from time to time. In this video toolbox talk, we demonstrate the basics like cornering, transporting the load, operator blind spots, stacking, and more. Contact training@fm.utah.edu for support.
6252	OnlineCourse	**Forklift Safety Awareness - U Facilities**	Statistics suggest 70% of forklift accidents are preventable by using safe driving and pedestrian practices. In this Forklift Safety Awareness course, we use real-life video, 3d animation, and real-life injury and fatality examples to bring forklift safety to life. Starting with the basics, this course explains the types and basic components of forklifts, how to identify hazards, preventing tip-overs, performing inspections, safe operation basics, and real stories of pedestrian-forklift fatalities. At the end of this course, learners will understand the basics of forklift safety, be able to identify hazards, and take steps to reduce their risk. This course is broken up into 8, short video segments. Each segment is followed by a brief quiz on the key learning objectives. This course was designed to align with OSHA's Powered Industrial Truck requirements 29 CFR 1910.178. This course does not certify learners to operate forklifts. Contact training@fm.utah.edu for support.
2514	InstructorLedCourse	**Fostering Engagement: A Director’s Blueprint for Employee Motivation (UHRM)**	Explore practical strategies to boost employee morale and productivity. This workshop delves into creating a culture of engagement, recognition, and trust that inspires teams to excel. This is part of the Director Series. Questions please contact training@utah.edu.
145	InstructorLedCourse	**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. Contract training@utah.edu with any questions.
6455	OnlineCourse	**General Electrical Safety Training - U Facilities**	This General Electrical Safety Training program is designed for all personnel working with electrical equipment and power hand tools. The course will provide an understanding of the fundamentals of working with electricity, electrical hazards in the workplace, and the effects of electricity on the human body. The course also provides some important procedures and tips to prevent injury, damage or fire as a result of faults with, or incorrect use of, electrical equipment or electricity supply. Contact training@fm.utah.edu for support.

714	OnlineCourse	**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.
6379	OnlineCourse	**Gift Agreement Process Update (UA)**	Here are the things you will be able to do after the training: Define gift agreement terms and acronyms Differentiate between the old and new gift agreement processes Locate gift agreement details within Unite Identify gift agreement details needed to finalize the gift agreement Use gift agreement wizard to request a gift agreement Contact preston.lindhardt@admin.utah.edu with questions about this course.
2806	OnlineCourse	**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.
2799	OnlineCourse	**Hand and Power Tool Safety - U Facilities**	Learners will discover how to safely operate Hand and Power tools. Contact training@fm.utah.edu for support.
447	OnlineCourse	**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	OnlineCourse	**Hazard Communications Introduction (EHS)**	This course provides general information for hazard communications. questions@ehs.utah.edu
5941	OnlineCourse	**Hazard vs. Risk - U Facilities**	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. Open Sesame Course, contact training@fm.utah.edu with questions.
547	OnlineCourse	**Hazard Warning Signs - EHS**	This course instructs participants on the different hazard signs and how to recognize them throughout the University of Utah. questions@ehs.utah.edu
3885	OnlineCourse	**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
5449	OnlineCourse	**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
2198	OnlineCourse	**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
2372	InstructorLedCourse	**HCI Leaders in the Library Book Club- July 2025 - HCI**	Discussing: The Art of Authenticity by Karissa Thacker- HCI. Leaders will discuss book topics and how to apply to leadership at HCI. Questions contact: Sheila Sconiers
6202	OnlineCourse	**HCI New/Replacement Position Requests- HCI**	HCI New/Replacement Position Requests- HCI. Learners will learn the process for requesting new or replacement employee positions through the JIRA system. Contact: Sheila Sconiers.
6412	OnlineCourse	**Healthy Time Management - U Facilities**	Falling behind on project deadlines and constantly racing against the clock? If you feel like you always have too much to do and not enough time in the day, this course will offer you some practical strategies to supercharge your productivity. In this course, you'll learn to implement effective planning and organizational strategies. You'll also identify strategies for staying focused on important tasks. Finally, you'll find support through digital tools and task delegation. After this course, you'll be ready to say goodbye to feeling overwhelmed and hello to a more productive and balanced daily work routine. Contact training@fm.utah.edu for support.
1344	OnlineCourse	**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	OnlineCourse	**Hearing Conservation Program - EHS employees SOP**	This is for EHS employees and how to implement the Hearing Conservation program. questions@ehs.utah.edu
6447	OnlineCourse	**Heat Exchanger Basics - U Facilities**	Heat exchangers are typically used to transfer heat between fluids using conduction, convection, and radiation. This course covers the three heat transferring methods used by heat exchangers as well as how heat exchangers are classified. It also illustrates common heat exchangers types such as shell-and-tube, plate, extended surface, and regenerative heat exchangers. Contact training@fm.utah.edu for support.
5826	OnlineCourse	**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.
1963	OnlineCourse	**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	OnlineCourse	**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
5044	OnlineCourse	**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.
6071	OnlineCourse	**Herpes B - EHS**	This training will cover essential information about the Herpes B virus, including transmission, the potential risks, and, prevention strategies when working with primates. questions@ehs.utah.edu
2257	InstructorLedCourse	**Hiring the Best (Cohort, 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. Please reach out to training@utah.edu with any questions.
590	InstructorLedCourse	**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	OnlineCourse	**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.
1286	InstructorLedCourse	**How to be a Daring Leader - UHRM**	Join us for a discussion about the book, Dare to Lead by Brene Brown. No reading required! Comfy chair and delicious beverage encouraged. 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.
2020	InstructorLedCourse	**How to Conquer Work Challenges with Lessons Learned from Space - UHRM**	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. 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.
2021	InstructorLedCourse	**How to Develop Atomic Habits - UHRM**	Join us for a discussion about the book, Atomic Habits by James Clear. No reading required! Comfy chair and delicious beverage encouraged. 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: 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. 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.
2019	InstructorLedCourse	**How to Discover Hidden Potential - UHRM**	Join us for a discussion about the book, Hidden Potential by Adam Grant. No reading required! Comfy chair and delicious beverage encouraged. 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.
3604	OnlineCourse	**How to Enroll in the Management Essentials Certificate (UHRM)**	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.
2023	InstructorLedCourse	**How to find the Magic of Tidying up at Work - UHRM**	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. 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.

1016	InstructorLedCourse	**How to have an Outward Mindset - UHRM**	Join us for a discussion about the book, The Outward Mindset by The Arbinger Institute. No reading required! Comfy chair and delicious beverage encouraged. 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 lastâ€"the old behaviors always reassert themselves. But changing the mindset that causes the behavior changes everything. Contact training@utah.edu with questions.
2017	InstructorLedCourse	**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.
1351	OnlineCourse	**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)
2018	InstructorLedCourse	**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	OnlineCourse	**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.
6108	OnlineCourse	**HSC Annual Attestation (Compliance Services)**	Regulatory Compliance Services, University of Utah Health. Please call 801-213-3948 and indicate the call is relevant to the HSC Annual Attestation education module with Teresa Stilley or Jesica Jensen.
1352	InstructorLedCourse	**Huntsman Cancer Institute New Employee Orientation (LIVE) - HCI**	This training will cover responsibilities for new employees at the Huntsman Cancer Institute. Contact alison.homsombath@hci.utah.edu with any questions.
6193	OnlineCourse	**Huntsman Cancer Institute Space Request Training- HCI**	Huntsman Cancer Institute Space Request Training- HCI. Learners will be instructed on new procedures for making space requests at HCI campuses. Contact: Sheila Sconiers
4794	OnlineCourse	**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	OnlineCourse	**HVAC: Storm Water Standard Operating Procedures - EHS**	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
6305	OnlineCourse	**I-9 Training Step 1 | Federal Regulations for Section 1 (UHRM)**	In this training you will learn about the federal regulations for Section 1 of the I-9. Contact AskHR@utah.edu with questions regarding the content.
6306	OnlineCourse	**I-9 Training Step 2 | University Process for Section 1 (UHRM)**	In this training you will learn about the University of Utah process for Section 1 of the I-9. Contact AskHR@utah.edu with questions regarding the content.
6307	OnlineCourse	**I-9 Training Step 3 | Federal Regulations for Section 2 (UHRM)**	In this training you will learn about the Federal Regulations for Section 2 of the I-9. Contact AskHR@utah.edu with questions regarding the content.
6308	OnlineCourse	**I-9 Training Step 4 | University Process for Section 2 (UHRM)**	In this training you will learn about the University Process for Section 2 of the I-9. Contact AskHR@utah.edu with questions regarding the content.
6304	OnlineCourse	**I-9 Training Step 5 | Acceptable Documents (UHRM)**	In this training you will learn about the acceptable documents that can be presented in the I-9 process. Contact AskHR@utah.edu with questions regarding the content.
6309	OnlineCourse	**I-9 Training Step 6 | Federal Regulations for Section 3 (UHRM)**	In this training you will learn about the Federal Regulations for Section 3 of the I-9. Contact AskHR@utah.edu with questions regarding the content.
6310	OnlineCourse	**I-9 Training Step 7 | University Process for Section 3 (UHRM)**	In this training you will learn about the University Process for Section 3 of the I-9. Contact AskHR@utah.edu with questions regarding the content.
6311	OnlineCourse	**I-9 Training Step 8 | Resources & Scenarios (UHRM)**	In this training you will go over scenarios and resources to help you successfully complete an I-9. Contact AskHR@utah.edu with questions regarding the content.
6312	OnlineCourse	**I-9 Training Step 9 | Knowledge Review (UHRM)**	In this knowledge review, your I-9 knowledge will be tested. You must pass with an 80% or higher to get access to complete I-9s at the University of Utah. Contact AskHR@utah.edu with questions regarding the content.
6025	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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).
299	InstructorLedCourse	**IHS Training - U Facilities**	In this training you will learn about Intermountain Hydronic Systems - Safety, Operation & Maintenance. Contact training@fm.utah.edu for support.
5793	OnlineCourse	**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).
6181	OnlineCourse	**Infection Prevention: TB Preventive, Surveillance, and Control Program (UHealth)**	We recently had a visit from the Utah Department of Health and Human Services (UDOHHS), representing the Centers for Medicare and Medicaid Services (CMS), which identified three areas of non-compliance with UUHC policies. These areas pertain to communicable disease reporting, care of the tuberculosis patient, and the communication of critical results for radiology procedures. Please review each slide and review the policy linked in this eLearning module and confirm that you have completed your review. This needs to be finished by 11:59 PM on Thursday, November 14, 2024. Thank you for your commitment to meeting this patient safety standard. Contact uuha-compliance@utah.edu with any questions.
3060	OnlineCourse	**Infor | Lawson (UHealth)**	This course trains users on the Infor Lawson requisition ordering tool. Contact email: bill.garcia@hsc.utah.edu (Updated January 2025)
6328	OnlineCourse	**Infor Process Automation (IPA) - UHealth**	The Infor Process Automation (IPA) training will review the steps for approving/rejecting requisition requests from email and Infor Lawson. This training will also go over setting up a proxy for approving/rejecting requisitions. Contact email: michael.corey@hsc.utah.edu or Sharla.Mindrum@hsc.utah.edu (Updated January 2025)
555	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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.
2350	OnlineCourse	**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.
6030	OnlineCourse	**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.
5232	OnlineCourse	**Intro to the CRM (UHealth)**	Open Sesame Course, contact training@fm.utah.edu with questions. 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.
1659	OnlineCourse	**Introducing CRM (UHRM)**	Contact Stacy Parker with any questions (stacy.parker@hsc.utah.edu) 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.
1347	OnlineCourse	**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)
5981	OnlineCourse	**Introduction to Assessment & Qualtrics Training (SA)**	This course provides a overview on the course contents and learning objectives of the Assessment & Qualtrics Training program. Participants will learn how to leverage the platform's tools to create effective and engaging surveys designed to gather valuable insights. For more information, please contact assessment@sa.utah.edu
2407	OnlineCourse	**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
6460	OnlineCourse	**Introduction to Concur for PCard - Financial Services**	This course provides an overview of Purchasing Card (PCard) including cycle dates, terminology, and steps in the transaction review and reconciliation process in Concur. For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu.

6036	OnlineCourse	**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.
1608	OnlineCourse	**Introduction to eAward (OSP)**	Open Sesame Course, contact training@fm.utah.edu with questions. 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)
2391	OnlineCourse	**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.
4805	OnlineCourse	**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 Katie Hansell at Katie.Hansell@admin.utah.edu.
2651	OnlineCourse	**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.
2157	OnlineCourse	**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)
1931	OnlineCourse	**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
3079	OnlineCourse	**Introduction to the Zero Suicide Initiative at U of U Health (UPolice)**	Dr. Michael Good, MD, CEO of University of Utah Health, and Rachael Jasperson, 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).
5007	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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)
535	OnlineCourse	**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)
2873	OnlineCourse	**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.
2640	OnlineCourse	**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.
2371	OnlineCourse	**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.
6425	OnlineCourse	**KPIs are SMART Targets - U Facilities**	KPIs are SMART Targets is a course that explains Key Performance Indicators (KPIs) which are well-established in the world of business. They are outcomes-based statements of progress towards stated goals. While KPIs are used to assess the corporate strategies and operational activities of a business, individuals frequently have their own personal KPIs, as part of regular performance reviews. In this course psychologist Eve Ash outlines how short and long-term KPIs can be SMART: Specific, Measurable, Achievable, Relevant and Timely.
2205	OnlineCourse	**Kronos (Spanish) - U Facilities**	Contact training@fm.utah.edu for support. 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.

306	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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
3239	OnlineCourse	**Kubota: Operations Safety & Maintenance - EHS**	For questions regarding this course reach out to University Human Resource Management at askhr@utah.edu In this training you will learn about, safe driving guidelines and information for campus Kubota vehicles.
3111	OnlineCourse	**Lab Closeout/Relocation Process - EHS**	Refer questions concerning this course to questions@ehs.utah.edu This brief presentation will walk learners through the process of either closing out or relocating their lab space on campus.
1809	OnlineCourse	**Laboratory Ramp-Down Checklist - EHS**	Refer questions concerning this course to questions@ehs.utah.edu This training will show what items to check when ramping down a laboratory. questions@ehs.utah.edu
1256	OnlineCourse	**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	OnlineCourse	**Laboratory Safety - Control Methods - EHS**	This training will identify control methods that reduce chemical exposure. questions@ehs.utah.edu
1258	OnlineCourse	**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	OnlineCourse	**Laboratory Safety - General Rules of Lab Safety - EHS**	This training will provide the general rules of lab safety. questions@ehs.utah.edu
3451	OnlineCourse	**Laboratory Safety 3-in-1 - EHS**	Learners will explore the fundamentals of centrifuge safety, safe use of a biological cabinet, and autoclave safety.
422	OnlineCourse	**Ladder Safety - EHS**	Refer questions concerning this course to questions@ehs.utah.edu This course provides basic information on the safe operation of ladders. questions@ehs.utah.edu
380	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**Lead & Cadmium Awareness - EHS**	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

6033	OnlineCourse	**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.
6240	OnlineCourse	**Learning Microsoft Power BI - U Facilities**	Open Sesame Course, contact training@fm.utah.edu with questions. Tell your data story with Power BI and reach millions of users with a single click on any kind of a device. Using Power BI, you can combine your data sources, create stunning visualizations, and embed your story on your website within seconds. The goal of this course is to teach you how to use raw data, monitor it, and visualize it in a form that will provide rich insights with the help of dashboards. You will start with a set of business requirements for an example project from a client. Initially, you will connect to a data file. You will run through the process of connecting to your data, transform it, and then build the data model. This will help you understand and determine which DAX calculations are needed to meet the business requirements. Finally, you will build out an interactive and functional report and a detailed dashboard, and publish them on PowerBI.com. When it comes to learning Power BI, this course will ensure that you have the necessary tricks of the trade for effective insights and simplified visual analytics.
3204	OnlineCourse	**Legacy Giving Beneficiary Designation - Advancement**	Contact training@fm.utah.edu for support. 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	OnlineCourse	**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	OnlineCourse	**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	InstructorLedCourse	**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.
2352	OnlineCourse	**Lessons Learned Program (SOP) - EHS**	This document applies to all EHS personnel and defines the EHS Lessons Learned program. questions@ehs.utah.edu
3209	OnlineCourse	**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.
1783	OnlineCourse	**Lions Eye Bank Administrative SOP Acknowledgement (ULEB)-2025**	Reach out to training@utah.edu with any questions. This course is an acknowledgement that the learner has read and agree to comply with all Lion's Eye Bank Standard Operating Procedures (SOPs).
1782	OnlineCourse	**Lions Eye Bank Hazardous Chemical Spill Response (ULEB)-2025**	Contact jocelyn.fronk@hsc.utah.edu with any questions. 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.
1830	OnlineCourse	**Lions Eye Bank Technical SOPs Acknowledgment (ULEB)-2025**	Contact jocelyn.fronk@hsc.utah.edu with any questions. This course is an acknowledgement that the learner has read and agree to comply with all Lion's Eye Bank Standard Operating Procedures (SOPs).
3088	OnlineCourse	**Lithium Battery Awareness (EHS)**	Contact jocelyn.fronk@hsc.utah.edu with any questions. In this training you will learn about Lithium Battery Safety and Hazard Prevention for power tools, cell phones, and other equipment.
426	OnlineCourse	**Lock Out / Tag Out - EHS**	Refer questions concerning this course to questions@ehs.utah.edu This course will show the proper procedure for locking out and tagging out energy storing devices. questions@ehs.utah.edu
6446	OnlineCourse	**Lubrication Basics - U Facilities**	Whenever two moving, solid surfaces contact each other, there is friction which creates heat and leads to destructive wear. Lubrication is the process of introducing a lubricant substance between the surfaces in order to reduce that friction and wear. A lubricant can be a solid such as molybdenum disulfide or Teflon; a semi-solid, such as grease; a liquid, such as oil; or even a gas such as air. This course focuses primarily on the industrial uses of liquid oils and grease as lubricants.
1247	OnlineCourse	**Machine Guarding - EHS**	Contact training@fm.utah.edu for support. 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
2263	InstructorLedCourse	**Management Essentials Discussion Group (Cohort, 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. ***Please make sure all other requirements are done prior to attending. Contact training@utah.edu with any questions.
598	InstructorLedCourse	**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.
2518	InstructorLedCourse	**Manager Meet Up (UHRM)**	Join other learners that have finished the Management Essentials Certificate to share what's on your mind, current situations that you're dealing with, network with other staff members, and get different perspectives on issues. Feel free to join as many sessions as you like! This is only open to those in the Manager Community. Reach out to training@utah.edu with questions.

2958	OnlineCourse	**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.
1888	OnlineCourse	**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.
1833	OnlineCourse	**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	OnlineCourse	**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.
6419	OnlineCourse	**Managing Groups in a Training - U Facilities**	One of the major challenges for business experts is the communicative complexity of dynamic groups. Anyone who has been able to convince with his or her expertise is suddenly confronted with having to slow down frequent speakers and integrate disruptive factors, and not being able to relax even in difficult situations. In this e-learning course, subject matter experts are familiarized with these challenges - and they learn about solutions that really help them in their everyday work. Contact training@fm.utah.edu for support.
244	InstructorLedCourse	**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.
1929	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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.
1487	OnlineCourse	**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.
6441	OnlineCourse	**Master Microsoft Teams - U Facilities**	In this comprehensive Microsoft Teams course, learn how to use Teams for more than just chat. You will learn how to communicate and collaborate with your team more efficiently, whether it's communicating via chats, conversations and channel meetings or working on files together. Both the online and desktop versions of Teams are covered, so you will be able to see the differences between them. Upon completion of this course, you will be able to share thoughts, organize information and help bring everyone on your team together in Microsoft Teams. Contact training@fm.utah.edu for support.
6471	OnlineCourse	**MCS/VAD Aware: Basic (UHealth)**	LVAD stands for Left Ventricular Assist Device It is an internal Heart Pump that helps patients with End-Stage Heart Failure Please email vadteam@hsc.utah.edu with any questions about this training.
2373	OnlineCourse	**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.
6523	OnlineCourse	**Medicare Basics (Compliance Services)**	Medicare Basics training module from the Regulatory Compliance department. Any questions please send to steven.webber@hsc.utah.edu
6250	OnlineCourse	**Meeting Internal Customer Needs - U Facilities**	Treat colleagues as you would external customers. Co-operate and share information freely; this will filter down and improve service for your external customers. Reliability and trust are vital, so be sure to do what you promise to do, when you promise to do it. Contact training@fm.utah.edu for support.
4959	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	InstructorLedCourse	**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	InstructorLedCourse	**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	InstructorLedCourse	**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.
6442	OnlineCourse	**Microsoft 365 Teams: Beginner - U Facilities**	This Microsoft Office 365 training course focuses on how to use the Teams application for conversation, collaboration, and sharing to keep team projects on track, and team members in the loop. We'll provide an overview of the app's chat-based workspace and how to set up a team on a project. You'll learn how to create threaded chats, use channels to organize conversations, share files within a team, and even hold video meetings using Skype. We will also discuss integration with SharePoint, storing files for easy reference, and connecting to social media feeds and other services. This course is designed to get you started with Teams right away. It features step-by-step instructions and engaging visuals for an easy learning experience. This course aligns with the CAP Body of Knowledge and should be approved for 1.5 recertification points under the Technology and Information Distribution content area. Email info@intellezy.com with proof of completion of the course to obtain your certificate. Contact training@fm.utah.edu for support.
6436	OnlineCourse	**Microsoft Excel 365 Advanced - U Facilities**	Welcome to the Microsoft Excel 365 Advanced course, where you can enhance your data analysis and productivity skills. Delve into dynamic array formulas like SORT, FILTER, and XLOOKUP to manipulate data efficiently. Learn complex lookups and reference functions, even with multiple criteria. Discover how to create custom functions with LET and LAMBDA, tailoring formulas to your needs. Master Power Pivot and Power Query for effortless data management and analysis. Explore advanced PivotTable and Pivot Chart techniques and create interactive applications with form controls and checkboxes. Automate tasks and customize Excel with macros and VBA. Finally, experience AI tools like Microsoft Copilot and ChatGPT to streamline your workflow. By the end of this course, you should be able to confidently tackle complex data analysis tasks, boosting your productivity in Excel 365. Join us and unlock new levels of spreadsheet proficiency. Contact training@fm.utah.edu for support.
6434	OnlineCourse	**Microsoft Excel 365 Essentials - U Facilities**	In our Microsoft Excel 365 Essentials course, you'll learn fundamental skills to use Excel efficiently. Begin with ribbon navigation, cursor options, and data entry basics. Master formatting features, formulas, and data management for improved efficiency. You'll discover techniques for formatting numbers, styles, and tables for better data visualization. You'll also learn essential formulas, including relative and absolute references, along with AutoFill and custom list creation to enhance productivity. Explore conditional formatting for highlighting critical data and sorting/filtering for effective dataset organization. Manage large workbooks seamlessly with freeze panes, splitting, and printing tools. Understand chart creation and formatting, including columns and pies, and integrate charts into PowerPoint presentations for professional delivery. By the end of the course, you should possess a solid Excel 365 foundation, empowering you to handle various data tasks confidently. Practical exercises reinforce learning, making it perfect for beginners and those refreshing their skills. Contact training@fm.utah.edu for support.
6435	OnlineCourse	**Microsoft Excel 365 Intermediate - U Facilities**	Welcome to the Microsoft Excel 365 Intermediate course. In this course, you'll improve your Excel skills to manage data and efficiently make informed decisions. You'll learn to design better spreadsheets, improve readability, and control data input with cell styles and validation. You'll streamline data analysis and comparison tasks by mastering logical functions, lookup formulas, and sorting techniques. Additionally, you'll delve into statistical and math functions, formatting, date and time manipulation, text and array operations, pivot tables, charts, and formula auditing. With hands-on exercises, you'll gain practical experience effectively using Excel's intermediate features. By the end of this course, you should be equipped with the skills to handle complex data tasks confidently, enhancing your productivity and analytical abilities in both personal and professional contexts. Contact training@fm.utah.edu for support.
6022	OnlineCourse	**Microsoft Teams - EHS**	This course gives an overview of how to use Microsoft Teams for internal EHS employees. questions@ehs.utah.edu
2621	OnlineCourse	**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.
6440	OnlineCourse	**Microsoft Teams Essentials - U Facilities**	In this course, Teams Essentials, we will explore the primary aspects of this modern workplace solution from Microsoft. Note: Lessons in this course are meant to be an update of lessons in the current Microsoft Teams course in the library under the Teams channel. Contact training@fm.utah.edu for support.
4556	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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.
3151	OnlineCourse	**MIPRS Radiation Safety - Biological Effects of Ionizing Radiation (UHealth)**	Contact email: peter.jenkins@hsc.utah.edu or seth.streitmatter@hsc.utah.edu 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.
3144	OnlineCourse	**MIPRS Radiation Safety - Fluoroscopy (UHealth)**	Contact email: peter.jenkins@hsc.utah.edu or seth.streitmatter@hsc.utah.edu This training will created awareness for staff working with fluoroscopy. Fluoroscopy operators may need to complete additional training modules. Published May 2021 for MIPRS
3145	OnlineCourse	**MIPRS Radiation Safety - General (UHealth)**	Contact email: uuha-compliance@utah.edu 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.
3149	OnlineCourse	**MIPRS Radiation Safety - Y-90 (UHealth)**	Contact email: peter.jenkins@hsc.utah.edu or seth.streitmatter@hsc.utah.edu 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.
3146	OnlineCourse	**MIPRS Radiation Safety: Interventional Radiology and Cardiology (UHealth)**	Contact email: peter.jenkins@hsc.utah.edu or seth.streitmatter@hsc.utah.edu 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.
2983	OnlineCourse	**MIPRS Radiation Safety-Sentinel Lymph Node (SLN) (UHealth)**	Contact email: peter.jenkins@hsc.utah.edu or seth.streitmatter@hsc.utah.edu 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.
5517	OnlineCourse	**Moderate Sedation Training | NICU (UHealth)**	Course Contact: peter.jenkins@hsc.utah.edu or seth.streitmatter@hsc.utah.edu This course will review sedation best practices to perform safe procedures in the NICU.
309	OnlineCourse	**Motivation and Productivity (UHRM)**	Course contact: uuha-compliance@utah.edu 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.
2476	InstructorLedCourse	**Motivators for Managers and Directors (UHRM)**	Contact training@utah.edu with any questions. Learn the basics of the Motivators assessment, unpack your results, and apply your results into your every day life. This session is for Management Essentials and Director Series participants only. ENSURE YOUR ASSESSMENT HAS BEEN TAKEN BEFORE THIS SESSION. Email training@utah.edu with any questions.
379	OnlineCourse	**Motor Pool: 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.
424	InstructorLedCourse	**Multi-Stage Bid and RFP Training (Financial Services)**	Refer questions concerning this course to questions@ehs.utah.edu 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.
4360	OnlineCourse	**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	OnlineCourse	**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.
6457	OnlineCourse	**Negotiations: Resolving Disputes - U Facilities**	This course is designed to help managers and other decision makers learn to settle workplace and interpersonal disputes by the application of proven negotiating principles and strategies. Learners in this course will explore the fundamentals of Dispute Settlement Negotiation with the help of games, videos, interactive exercises, case studies, and other engaging content.
1230	OnlineCourse	**NEO - ISO**	Contact training@fm.utah.edu for support. 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.
1609	OnlineCourse	**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)
6239	OnlineCourse	**New Travel Cardholder Training - Financial Services**	This course will provide an overview of the Travel Card policy and procedures, including steps for reviewing and reconciling Travel card transactions in Concur. This training is required before the card is issued.
446	InstructorLedCourse	**Non Violent Crisis Intervention Renewal CPI - DPS**	For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu. 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.
2931	OnlineCourse	**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

336	InstructorLedCourse	**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.
319	InstructorLedCourse	**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.
822	InstructorLedCourse	**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.
518	InstructorLedCourse	**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.
2478	InstructorLedCourse	**One U Fundraiser Forum - Advancement**	An opportunity to learn more about the frontline fundraiser efforts in the advancement community. Each session, an advancement director will share a recent success they have had in their work, including what strategies they used, obstacles they overcame, and lessons learned. Contact preston.lindhardt@admin.utah.edu with questions about this training.
1962	OnlineCourse	**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
6415	OnlineCourse	**On-the-Job Training: How to Support Learners in the Workplace - U Facilities**	A detailed case that illustrates the attitudes to be adopted to provide support on a daily basis. Manage errors. Set up opportunities to test yourself. Give feedback. Encourage a step back from learning. Summary and first steps. Contact training@fm.utah.edu for support.
2588	OnlineCourse	**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	OnlineCourse	**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.
543	OnlineCourse	**OSP Overview (OSP)**	OSP Fundamentals - Module 1: Learn about an overview of OSP Fundamentals (OSP Contact: Laurel Duncan laurel.duncan@osp.utah.edu)
3236	OnlineCourse	**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	OnlineCourse	**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.
5944	OnlineCourse	**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.
6459	OnlineCourse	**PCard Policies and Procedures - Financial Services**	This course provides an overview of Purchasing Card (PCard) policy and procedures. For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu.
1383	OnlineCourse	**PCI DSS Annual Training (Financial Services)**	Learn the best practices for payment card acceptance. Content by Income Accounting & Student Loan Services. Please contact Stu Schrager (stu.schrager@income.utah.edu) with questions.

6448	OnlineCourse	**PDCA & Action Planning - U Facilities**	Another Kaizen technique to think about is plan, do, check, act (PDCA), also named as the Deming Cycle. This cycle refers to making a plan to follow and act upon, and to document the process and analyse the results gathered. In a productive workplace environment, you're constantly looking to make sustainable improvements to the process to avoid waste or try and minimise it to become more efficient, thus it's essential to make a clear record of any changes and the effect on them, this is considered to be a fundamental in continuous improvement. Moreover, this involves identifying a problem, analysing it, making some changes, reviewing those changes and deciding whether improvements need to be made, and if they're sustainable. Any documents should be constantly ongoing, updated regularly, and they must represent a true depiction of the current situation of the project, at any given time, moreover these documents must be legible for everyone to understand and follow. Once the PDCA cycle is completed, and you've decided whether to adopt, adjust or abandon the change of process, you need to transfer the responsibility for sustainment to the process owner, in other words, sharing the results of your PDCA, to those it will affect.
3063	OnlineCourse	**Peoplesoft Basics - Advancement**	Contact training@fm.utah.edu for support. Learn about basic Peoplesoft reports and how to reconcile transactions between Peoplesoft and Unite.
542	InstructorLedCourse	**Personal Accountability (UHRM)**	Contact preston.lindhardt@admin.utah.edu with questions regarding this course. 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.
423	OnlineCourse	**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
6402	OnlineCourse	**Pillars of Leadership: Communication - U Facilities**	Award-winning course designers teamed up with bestselling author Jason Jennings. The result is this exciting new series from Mindscaling focusing on the extensive research, CEO interviews and corporate consulting of Jason Jennings and Laurence Houghton. Their team has observed and documented the lives of over 1200 successful leaders, which has been published in 7 bestselling books on leadership. Now the secrets are available to you. In this module, Jason focuses on the importance of communicating with genuine interest, having discovery conversations, and helping others achieve their goals and use their capabilities. This course gives leaders and managers the ability to initiate meaningful and powerful conversations with anyone in the organization. (Mindscaling courses feature clips from blockbuster movies to enhance and reinforce learning. This course features content from the movie Meet the Parents featuring Ben Stiller and Robert De Niro.) Jason Jennings is a researcher and one of the most successful and prolific business and leadership authors in the world. A back-to-back best-selling author, he has written eight highly-acclaimed business books on the topics of growth, productivity, leadership, and innovation. He and his teams have screened and studied more than 200,000 companies and interviewed more than 12,000 CEOs and business owners in their research. Critics call his books, â€œextraordinarily well researched, insightful, crisply written, accessible, intriguing and a vital resource for everyone in business,â€ and USA TODAY calls him â€œone of the three most in-demand business speakers on the planet.â€ Jennings says his greatest thrill is helping lead organizations to their full economic potential.
3199	OnlineCourse	**Pipe Threader SOP - U Facilities**	Contact training@fm.utah.edu for support In this training you will learn about, the Standard Operating Procedures for the use of a pipe threader.
5970	OnlineCourse	**Plan Travel Part 1: Pre-Travel Tasks (Arranger) - Financial Services**	Contact training@fm.utah.edu for support. 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.
5969	OnlineCourse	**Plan Travel Part 1: Pre-Travel Tasks (Traveler) - Financial Services**	For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu. 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.
5975	OnlineCourse	**Plan Travel Part 2: Request and Book (Arranger) - Financial Services**	For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu. 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.
5974	OnlineCourse	**Plan Travel Part 2: Request and Book (Traveler) - Financial Services**	For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu. 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.
2544	OnlineCourse	**Plastic Surgery Coding Practice - Module 1 (UMB)**	For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu. 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	OnlineCourse	**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.
390	OnlineCourse	**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

6456	OnlineCourse	**PM Skills: Negotiation - U Facilities**	Negotiation is a key element of any project management approach. Project leaders regularly negotiate with various stakeholders--clients, teams, management, and leaders of other organizational projects--to move their own project toward completion. In some cases, a project's success may depend on the project leader's ability to address competing interests through negotiation. Fortunately, anyone can develop strong negotiation skills through learning, practice, focus, and negotiations training. This self-paced, fully online course will provide learners with the skills they'll need to successfully negotiate with internal and external project practitioners. It will help them establish their negotiation strategies and refine their techniques to successfully execute and complete projects. Contact training@fm.utah.edu for support.
6245	OnlineCourse	**Pneumatics: Basic Pneumatic Control Systems and Diagrams - U Facilities**	In your plant, there are process conditions that can vary or change, such as temperature, pressure, flow and level. Frequently, these process variables must be maintained at or near a desired value. Understanding how these systems operate will allow you to manage your system at desired operating conditions. This course will teach you about the elements normally found in a basic pneumatic control system. You will learn about control systems used to maintain temperature, pressure, flow and level. Additionally, you will learn about resources that provide information about pneumatic control systems. Contact training@fm.utah.edu for support.
1242	OnlineCourse	**Portrayal of Safety in Media - EHS**	This course provides Proper Composition of Safety for Media in a Laboratory. questions@ehs.utah.edu
6437	OnlineCourse	**Power of Trust - U Facilities**	Trust is essential for personal and professional success. How do you define trust and measure trustworthiness? How do you build trust with othersâ€”or restore trust that has been broken? Watch these short videos to recognize the benefits of building trust and learn about the four main areas that define one's trustworthiness. Then, download this quick resource and complete this worksheet to determine how often you demonstrate trustworthy behavior and actions you can take to improve. Contact training@fm.utah.edu for support.
6431	OnlineCourse	**Power Up Your To-Do List - U Facilities**	Power Up Your To-Do List is an audio-only course. A well-organised to-do list means the tasks with the highest impact get done first. Nothing gets missed, and you end the day with a warm feeling of accomplishment. The number one reason you need a good to-do list is that the human mind is a lousy filing cabinet. It has a million things to think about, and emotions to process, it cannot be relied on to remember to perform the hundreds of administrative tasks you need it to each day. For that, you need a to-do list. In this track, we teach you what a good to-do list task looks like and how to prioritise and separate your tasks and projects. We then look at planning your to-do list and which tools to use. Contact training@fm.utah.edu for support.
2926	OnlineCourse	**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.
6336	OnlineCourse	**Practicing Adaptive Listening- UMB**	This eLearning accompanies the virtual instructor-led course: Adaptive Listening: Cultivating Trust and Traction at Work and provides learners with an opportunity to practice what they learned in class. For questions regarding this course reach out to suzi.m.duignan@hsc.utah.edu
95	InstructorLedCourse	**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.
3237	OnlineCourse	**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.
5606	OnlineCourse	**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.
6433	OnlineCourse	**Prioritize and Organize - U Facilities**	Prioritize and Organize is part of the Cutting Edge Success at Work Series. Two new interns arrive at Cutting Edge but not everything goes smoothly. Tatiana speaks five languages but must change her negative thinking. Dion is the overconfident smart-talking nephew of the boss. Participants will watch as these former students learn from their mistakes while gaining an edge to succeed along the way. Lessons are engineered for viewers to see a clear picture of success and to maximize effectiveness in communication, prioritization, and organization. In Prioritize and Organize, the Cutting Edge team can be messy and unorganized, something that the VP, Serena, dislikes intensely. Carol is not happy with Casey's Post-it notes. Serena stresses the importance of taking notes and looking competent and efficient, especially when one is new to the job. The best way to get organized is to determine priorities. Sherry explains how to break things down in order of what needs doing first, second and later. When it comes to planning, Marcus shows how without a plan for the emergency drill, nothing goes right, and Serena ends up injured at the bottom of the stairs. One person's lack of organization creates a ripple effect on the team. The interns learn about the importance of being on time and keeping promises, and how to best manage pressure and multi-task effectively. Contact training@fm.utah.edu for support.
465	OnlineCourse	**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	InstructorLedCourse	**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.

178	InstructorLedCourse	**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.
1811	OnlineCourse	**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
5126	OnlineCourse	**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.
3409	OnlineCourse	**Professionalism (UHRM)**	For questions regarding this course reach out to Kristi Carlston at Kristi.carlston@hsc.utah.edu. Learn what professionalism is, why it is important, and how you can improve it.
6244	OnlineCourse	**Programmable Logic Controllers (PLC's) - Introduction and Theory of Operations - U Facilities**	Contact training@utah.edu with any questions. This interactive online course offers a thorough introduction into programmable logic controllers (PLCs). We will begin with an overview of the history and the role PLCs play in factory automation. We will discuss the basic principles of PLCs and core modules of an industrial control system. Functions (analog input and output), disturbed control interface, I/O's (digital inputs and outputs), the COU, and isolation power will also be examined.
6031	OnlineCourse	**Project Management SWOT - U Facilities**	Contact training@fm.utah.edu for support. 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. 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.
831	OnlineCourse	**Project Services: Storm Water Standard Operating Procedures - EHS**	Open Sesame Course, contact training@fm.utah.edu with questions. In this training you will learn about, the steps to perform job functions while minimizing storm water pollutant discharge.
4668	OnlineCourse	**PROMISE Standards: Excellence (UHealth)**	Refer questions concerning this course to questions@ehs.utah.edu 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.
4365	OnlineCourse	**PROMISE Standards: Innovation (UHealth)**	Contact email: HospitalHR@hsc.utah.edu 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.
4292	OnlineCourse	**PROMISE Standards: Making a Difference (UHealth)**	Contact email: HospitalHR@hsc.utah.edu 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.
4123	OnlineCourse	**PROMISE Standards: Ownership (UHealth)**	Contact email: HospitalHR@hsc.utah.edu 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.
4119	OnlineCourse	**PROMISE Standards: People-Centered (UHealth)**	Contact email: HospitalHR@hsc.utah.edu 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.
4121	OnlineCourse	**PROMISE Standards: Respect (UHealth)**	Contact email: HospitalHR@hsc.utah.edu 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.
4364	OnlineCourse	**PROMISE Standards: Safety (UHealth)**	Contact email: HospitalHR@hsc.utah.edu 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

2155	InstructorLedCourse	**Promotional Preparation-DPS**	** Note: THIS IS AN UN-PAID ELECTIVE TRAINING COURSE** This course is recommended to be taken in-person, but will be broadcast on Teams for those who cannot attend live. Goal: Equip Health Security Employees with the skills to craft an effective resume for promotional processes and prepare them for success in the promotional interviews. Objectives: Enhance Awareness: Make Health Security employees aware of the need to ensure their resume captures the information needed as per the requirements set in the job announcement. Equip with Knowledge and Skills: To provide Health Security Employees with the knowledge and strategies needed to develop an effective resume that captures the information needed to be competitive. Questions? Contact Shawn Roberts at Shawn.roberts@utah.edu
6374	OnlineCourse	**Property Accounting at the U - Financial Services**	This online course provides Inventory Controllers with the entire Property Accounting process, including purchasing/tagging assets, inventory management, and asset disposal. For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu.
6251	OnlineCourse	**Providing Good Internal Customer Service - U Facilities**	Treat colleagues as you would external customers. Co-operate and share information freely. Do what you promise to do, when you promise to do it. Find out what you expect from one another. Understand needs and work together to solve problems. Contact training@fm.utah.edu for support.
3119	OnlineCourse	**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.
6453	OnlineCourse	**Pumping Stations: Pumps, Motors, and Electrical Systems - U Facilities**	Pumping stations are necessary where large amounts of water must be transported through a piped distribution system. Knowing the characteristics of piping and valve materials will allow you to optimize the hydraulic design of your pumping stations. This interactive online course will teach you about the different water distribution station pump classifications. You will also learn about pump designs and motor types. Additionally, you will learn about the electrical systems of pumping stations. Contact training@fm.utah.edu for support.
600	InstructorLedCourse	**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	InstructorLedCourse	**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.
293	InstructorLedCourse	**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	OnlineCourse	**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	InstructorLedCourse	**Radiation Facility Tours - Wasatch Thunder (DOE Silent Thunder) (EHS)**	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	OnlineCourse	**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
3150	OnlineCourse	**Radiation Safety and Nursing Procedures for Lutathera Patients (UHealth)**	Theis 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
3220	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**Radiation Safety Job Aid: HIDEX 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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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
3155	OnlineCourse	**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
1323	OnlineCourse	**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	InstructorLedCourse	**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	OnlineCourse	**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	OnlineCourse	**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
5950	OnlineCourse	**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.
4676	OnlineCourse	**Recycling Training for Custodians - U Facilities**	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. Contact training@fm.utah.edu for support.
464	OnlineCourse	**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
6445	OnlineCourse	**Refrigeration: System Components - U Facilities**	There are four main components in a mechanical refrigeration system: the compressor, condenser, liquid refrigerant, and evaporator. This course will discuss each of these components and their purposes. Contact training@fm.utah.edu for support.
2466	OnlineCourse	**Regulated Waste Management Facility Training -EHS**	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	OnlineCourse	**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
6175	OnlineCourse	**Report Workshop - Area Drill Down & Constituents and Organizations by Preferred Address (UA)**	Learners will be able to identify the natural constituency for their area using the Area Drill Down report Learners will be able to identify the three identifiers that make up the natural constituency Learners will be able to locate where the natural constituency for their area reside using the Constituents and Organizations by Preferred Address Learners will be able to identify the three differentiating factors of the Constituents and Organizations by Preferred Address report Contact preston.lindhardt@admin.utah.edu with any questions.

6172	OnlineCourse	**Report Workshop - Development Analysis Dashboard (UA)**	Here is what you will take away from this training: Use the Report Finder to access desired reports -Differentiate Report Finder from the Reports tab in Unite -Identify reports in Report Finder Identify the structure of the Development Analysis Dashboard Identify dashboard data points relevant to your area -Interpret Fiscal Years to Date data for your are Contact preston.lindhardt@admin.utah.edu with any questions.
1277	OnlineCourse	**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.
1552	InstructorLedCourse	**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.
6462	OnlineCourse	**Reports Workshop - Constituent Radius and Location (UA)**	Use the Report Finder to access desired reports Differentiate Report Finder from the Reports tab in Unite Use Report Finder Differentiate between Constituent Radius report and the Top Donor Locations report Modify report parameters to identify Constituents in an area Utilize report to identify locations with a high number of Constituents or Alumni Modify report parameters to isolate Constituents in an area Contact preston.lindhardt@admin.utah.edu with questions about this course.
6373	OnlineCourse	**Reports Workshop - Designation Giving and Gifts to Designations (UA)**	Use the Report Finder to access desired reports Differentiate Report Finder from the Reports tab in Unite Use Report Finder Differentiate between Designation Giving and Gifts to Designation reports Modify report parameters to identify all gifts to a Designation Utilize report to identify Designations that are part of a plan Modify report parameters to identify individual gifts with amounts and donors Contact preston.lindhardt@admin.utah.edu with questions about this course.
6142	OnlineCourse	**Reports Workshop - Giving Detail, Giving Hx by, Gift by Ranges (UA)**	Here is what you will take away from this training: -Use the Report Finder to access desired reports -Differentiate Report Finder from the Reports tab in Unite -Identify reports in Report Finder -Locate the Giving Detail, Giving History by Household, and Gifts by Gift ranges reports -Apply filters to customize each report to your needs Contact preston.lindhardt@admin.utah.edu with any questions.
6524	OnlineCourse	**Reports Workshop - New Donor and LYBUNT (UA)**	Use the Report Finder to access desired reports Differentiate Report Finder from the Reports tab in Unite Use Report Finder Differentiate between New Donor and LYBUNT report Modify report parameters to Utilize report to identify Modify report parameters to isolate Contact preston.lindhardt@admin.utah.edu with questions about this course.
6489	OnlineCourse	**Request Change to an Existing PCard - Financial Services**	This course provides instructions for submitting a change to an existing PCard in Concur. For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu.
5609	OnlineCourse	**Respect at Work: One Person's Banter is Another Person's Bullying - U Facilities**	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. Open Sesame Course, contact training@fm.utah.edu with questions.
2066	OnlineCourse	**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
1906	OnlineCourse	**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.
6461	OnlineCourse	**Review and Manage PCard Transactions - Financial Services**	This course provides instructions for how to access a PCard expense report and complete the steps to submit the report for approval, including editing transaction details, uploading receipts, and itemizing and allocating transactions. For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu.
2832	OnlineCourse	**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
3163	OnlineCourse	**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.
531	OnlineCourse	**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	OnlineCourse	**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
6256	OnlineCourse	**Rough Terrain Forklift Safety: Part 01. Readiness - U Facilities**	The steps you take before operating a rough terrain forklift can make a huge difference in your safety during operation. Take this course to learn what rough terrain forklifts and their components are and how to make sure operators, areas, equipment and loads are properly prepared. This course is ideal for workers who will use rough terrain forklifts and their supervisors. Contact training@fm.utah.edu for support.

6257	OnlineCourse	**Rough Terrain Forklift Safety: Part 02. Operation - U Facilities**	Before you complete vital hands-on training about how to operate rough terrain forklifts, it's helpful to understand some basic safe practices. Take this course for tips on safely starting the forklift and avoiding collisions and tip-overs. You will also learn about lifting and parking safely. This course is ideal for workers who will use rough terrain forklifts and their supervisors. Contact training@fm.utah.edu for support.
384	OnlineCourse	**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.
2374	InstructorLedCourse	**Sabre OC Basic / Forensic Restraints Certification-DPS**	SABRE OC and Forensic Restraints certification course for Healthcare Security. 8 Hour course. Questions contact Shawn Roberts at Shawn.roberts@utah.edu
332	InstructorLedCourse	**SafeClinch DT 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. This class is an annual requirement. Contact HealthSecurityTrainingRecords@utah.edu with any questions.
1867	OnlineCourse	**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
6487	OnlineCourse	**Safety Administrative Management System (SAM) Review - EHS**	Training on the Inspection Process, Requirements, and SAM System Navigation. questions@ehs.utah.edu
486	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**Safety in the Workplace (EHS)**	Learn an overview of all occupational safety policies and procedures for the University of Utah. questions@ehs.utah.edu
2375	OnlineCourse	**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	InstructorLedCourse	**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.
6378	OnlineCourse	**Search Committee Training for Staff (UHRM)**	This training provides essential guidance on forming and utilizing search committees for staff recruitment at the University of Utah. Participants will learn about successful committee practices, roles and responsibilities, and strategies to enhance the candidate experience while ensuring a fair and legally compliant hiring process. Contact employment@utah.edu with any questions.
6085	OnlineCourse	**Self-Guided Demo - Travel Expense Report - Financial Services**	A self guided tour from start to finish of creating an expense report, capturing receipts, submitting the report, and the approval process. For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu.
6184	OnlineCourse	**Self-Guided Practice: PCard Expense Report - Financial Services**	A self-guided practice for PCard Expense Reports. Follow along to learn how to submit a PCard expense report from start to finish. For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu.
143	InstructorLedCourse	**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	OnlineCourse	**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	OnlineCourse	**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.
3177	OnlineCourse	**Setting up Auto-Reports on Bridge - U Facilities**	Managers will learn to set up automatic emails from Bridge with reports regarding employee progress in multiple Bridge courses. Contact training@fm.utah.edu for support.
2376	OnlineCourse	**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.
6032	OnlineCourse	**Skills for Managers: Develop People Skills - U Facilities**	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. Open Sesame Course, contact training@fm.utah.edu with questions.
2268	OnlineCourse	**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
6167	OnlineCourse	**Snowblower Training - U Facilities ENGLISH**	This course is intended for anyone that operates a snowblower a part of their role. You will learn U Facilities guidelines, snowblower maintenance, how to operate a snowblower safely. Contact training@fm.utah.edu for support.

6168	OnlineCourse	**Snowblower Training - U Facilities SPANISH**	Este curso está dirigido a cualquier persona que utilice un quitanieves como parte de su trabajo. Aprenderá las directrices de U Facilities, el mantenimiento de las máquinas quitanieves y a utilizarlas de forma segura. Póngase en contacto con training@fm.utah.edu para obtener ayuda.
6170	OnlineCourse	**Snowblower Training QUIZ - U Facilities ENGLISH**	This course is intended for anyone that operates a snowblower as part of their role. Take this quiz as part of your snowblower training. Contact training@fm.utah.edu for support.
6171	OnlineCourse	**Snowblower Training QUIZ - U Facilities SPANISH**	This course is intended for anyone that operates a snowblower as part of their role. Take this quiz as part of your snowblower training. Contact training@fm.utah.edu for support.
4670	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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.
833	InstructorLedCourse	**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).
3118	OnlineCourse	**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	OnlineCourse	**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
537	OnlineCourse	**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)
6173	OnlineCourse	**Special Handling List (UHRM)**	The Special Handling List checkmark informs hiring departments that more information and action is needed when reviewing certain applicants. This training helps hiring managers understand the difference between the different types and what to do with each one. Contact employment@utah.edu with questions regarding this course.
3047	OnlineCourse	**St. Luke's Annual Training Modules (ULEB)-2025**	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.
3080	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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
4289	OnlineCourse	**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.
509	InstructorLedCourse	**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.
6369	OnlineCourse	**Storefront: Customer Engagement - Financial Services**	This course explains the ways you can create customer engagement in Storefront, like using product reviews, polls, and cross-sells / related products. For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu.
6368	OnlineCourse	**Storefront: Essentials - Financial Services**	This online course provides an overview of Storefront, an e-commerce solution that allows university departments to sell products. You will find detailed instructions for adding and editing products in Storefront, details about the product fields and settings that are relevant when a product in Storefront is an event (e.g., conference, gala, etc.), and what product attributes are and how to apply them to products in Storefront. For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu.
6367	OnlineCourse	**Storefront: Orders and Refunds - Financial Services**	This online course provides details about how to view and manage orders made by customers in Storefront. Topics include refunds, recurring payments, and reports. For issues accessing/completing the course, contact Katie Hansell at Katie.Hansell@admin.utah.edu.

1294	OnlineCourse	**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	OnlineCourse	**Storm Water Pollution Prevention and Illicit Water Discharge - EHS**	This training addresses the requirements of the MS4 Stormwater permit, operations and maintenance requirements for preforming job activities to prevent or minimize impacts to water quality. questions@ehs.utah.edu
378	OnlineCourse	**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	OnlineCourse	**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
6407	OnlineCourse	**Stuck Mindset to Growth Mindset: Cultivating Lifelong Learning and Adaptability - U Facilities**	Welcome to Stuck Mindset to Growth Mindset: Cultivating Lifelong Learning and Adaptability, an empowering course designed to catalyze your personal and professional growth. This course will help you identify the barriers holding you back and pave your way toward a dynamic, growth-oriented mindset. Feel like you're always stuck in the same place? This course will help you understand why you feel that way, dissect those issues, and provide practical strategies to overcome them. We explore fear, indecisiveness, lack of support, and resistance to change, showing how they can contribute to a stuck mindset. By taking this course, you'll learn how to transition to a growth mindset and cultivate it through goal-setting, self-reflection, and facing challenges head-on. This shift will enable you to view setbacks as opportunities, foster resilience, and unlock your full potential. The skills you gain here can be transformative, setting you up for success in every aspect of your life. Embrace change, foster personal growth, and never feel stuck again. Contact training@fm.utah.edu for support.
828	OnlineCourse	**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)
1455	OnlineCourse	**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
6413	OnlineCourse	**Successful Time Management - U Facilities**	Gain a deeper understanding of the myths of time management and develop insight into the causes of procrastination that may be preventing you from reaching your full potential. Time management is a fundamental skill that can help you become a more productive worker, give you more free time, and lead to a happier and healthier lifestyle. Utilize this course to master effective time management techniques and learn how to prioritize your activities to reduce stress and make the most of your day. Engaging video and quality audio narration helps clarify each concept, and step-by-step instruction ensures you get the most out of each topic covered. Contact training@fm.utah.edu for support.
3081	OnlineCourse	**Suicide Prevention: Get Comfortable with Being Uncomfortable - Strategies for Talking about Suicide (UPolice)**	Rachael Jasperson, 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.
389	OnlineCourse	**Sunnyside Apartments (Previous 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
331	InstructorLedCourse	**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.
1184	InstructorLedCourse	**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.
6020	OnlineCourse	**Surveillance Training 2024 - U Facilities**	This course is designed for individuals who are responsible for monitoring and analyzing footage from surveillance cameras. 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. For Bridge support, contact training@fm.utah.edu For Surveillance support, contact UFacSurveillance@fm.utah.edu
6185	OnlineCourse	**Surveillance Training for Detectives 2025 - U Facilities**	This course is designed for detectives who are responsible for monitoring and analyzing footage from surveillance cameras. 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. For Bridge support, contact training@fm.utah.edu For Surveillance support, contact UFacSurveillance@fm.utah.edu

6363	OnlineCourse	**Surveillance Training for Operators 2025 - U Facilities**	This course is designed for individuals who are responsible for monitoring and analyzing footage from surveillance cameras. 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. For Bridge support, contact training@fm.utah.edu For Surveillance support, contact UFacSurveillance@fm.utah.edu
554	OnlineCourse	**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.
2116	OnlineCourse	**Swiping the Time Clock (Kronos) - U Facilities**	Facilities Time Clock Swipe instructions Contact training@fm.utah.edu for support.
3198	OnlineCourse	**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.
727	InstructorLedCourse	**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. This is an elective for Management Essentials. Reach out to training@utah.edu with questions.
6039	OnlineCourse	**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.
6331	OnlineCourse	**The Basics of Accreditation - DPS**	Open Sesame Course, contact training@fm.utah.edu with questions. 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.
5939	OnlineCourse	**The Basics of Accreditation for University Police - DPS**	For questions with this course contact Phil.Quinlan@utah.edu 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.
3008	OnlineCourse	**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
542	OnlineCourse	**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)
5607	OnlineCourse	**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.
1437	OnlineCourse	**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.
2513	InstructorLedCourse	**The Leadership Bridge: Developing and Supporting Middle Managers (UHRM)**	Learn how to strengthen your organization by effectively mentoring and empowering middle managers. This session covers coaching techniques, communication strategies, and building leadership pipelines. This is part of the Director Series. Contact training@utah.edu with any questions.
2928	OnlineCourse	**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
2512	InstructorLedCourse	**The Strategic Director: Leading with Purpose (UHRM)**	Discover how to align your leadership approach with strategic direction. This workshop focuses on strategic leadership, finding your purpose, and leading with clarity and purpose to drive sustainable success. This is part of our Director Series. Questions contact training@utah.edu.
6420	OnlineCourse	**The Value of Team Building - U Facilities**	Turning a group into a high-functioning team and maintaining that level of productivity requires team building. There are a variety of activities to help you grow your team, but to implement them, you need an understanding of team building and team development. This course is part of the Team Building series, a series designed to help leaders improve the performance of their teams with team building activities at every stage of team development. In this introductory course, you'll learn the importance of team building for the individual and the group and how team building and teamworking differ. You'll also learn the relationship between your leadership style and your team's developmental stage. At the end of this course, you'll have a deeper understanding of the foundations of team building and the role you play in your team's development. Contact training@fm.utah.edu for support.
2442	InstructorLedCourse	**Thriving in Middle Management (UHRM)**	This course will teach learners how to manage up, down, and across the organization. We will also cover how to handle situations in which you're stuck in the middle between leadership and your team. Reach out to training@utah.edu with questions.
1490	OnlineCourse	**Time and Attendance - EHS Personnel**	For Environmental Health and Safety employees -requirements related to the personnel time and attendance. questions@ehs.utah.edu
726	InstructorLedCourse	**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	OnlineCourse	**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.
6411	OnlineCourse	**Time Management Tips - U Facilities**	Are you often late? Have too much to do? We all can feel like that, but if you learn to better manage your relationship with time, these problems can be solved. This short module focuses on some key practical tips to give you more control over your time. Contact training@fm.utah.edu for support.
1844	OnlineCourse	**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.
1812	OnlineCourse	**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
6414	OnlineCourse	**Training Methods and Techniques - U Facilities**	Adopt the Right Approach. Alternate Teaching Methods. Varying Facilitation Techniques. This course is eligible for 0.25 PDUs in the Power Skills area, as per the PMI Triangle. The PDU Claim Code for this course is 1254UVPIDK. Contact training@fm.utah.edu for support.
6418	OnlineCourse	**Training Tips & Techniques - U Facilities**	In Training Tips and Techniques, tools that are used to put training to work on the job quickly, efficiently and effectively are discussed. This course outlines ways to present materials that not only captivate attention but also produce the required results. Discover ways to create effective and efficient training that leads to improved performance on the job. Contact training@fm.utah.edu for support.
6454	OnlineCourse	**Transformers, Breakers, and Switches - U Facilities**	This course is designed to familiarize participants with basic concepts associated with the operation of transformers, circuit breakers, and various types of switches. After completing this course, participants should be able to explain the basic principles of transformer operation, identify some of the basic components of a transformer, and describe checks that are generally made during a transformer inspection. They should also be able to describe the general operation of a circuit breaker, explain how to reset a tripped circuit breaker and how to rack out a circuit breaker, and describe the basic operation of pushbutton switches and rotary switches. Contact training@fm.utah.edu for support
1539	OnlineCourse	**Transition to Leadership - U Facilities**	Successfully transition into your new role as leader by learning how to recognize and tackle the many responsibilities and challenges that come with leading a team. In this course, we'll review the soft and hard skills associated with managers and leaders. Then, you will learn the 4 steps you need to take to transition out of the role of individual contributor and into the role of a leader who sees the big picture and empowers employees. This 40-minute interactive module allows you to input information from your current work environment to generate responses that are relevant and helpful. It includes engaging audio narration, quizzes and a final test for a complete learning experience. Open Sesame Course, contact training@fm.utah.edu with questions.
5968	OnlineCourse	**Travel at the U (Arranger) - Financial Services**	COMPLETE FOR CONCUR ACCESS - This online course provides an overview of the universityâ€™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 Katie Hansell at Katie.Hansell@admin.utah.edu.
5966	OnlineCourse	**Travel at the U (Traveler) - Financial Services**	COMPLETE FOR CONCUR ACCESS - This online course provides an overview of the universityâ€™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 Katie Hansell at Katie.Hansell@admin.utah.edu.
4158	OnlineCourse	**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.
4440	OnlineCourse	**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	OnlineCourse	**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
4334	OnlineCourse	**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.
545	OnlineCourse	**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)
6144	OnlineCourse	**Unite Documents (UA)**	Learners will be able to locate documents in Unite Learners will be able to Identify when to use previous document review methods Contact preston.lindhardt@admin.utah.edu with any questions.
3721	OnlineCourse	**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	OnlineCourse	**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	OnlineCourse	**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.
6157	OnlineCourse	**Unite Mobile (UA)**	Accessing constituent and organization information on your mobile device. Following this training, you will be able to: Locate constituent and organization information in Unite Create and Edit Contact Reports in the mobile app and view Related Constituents and Related Fundraisers Differentiate between functionality that is available in Unite Mobile vs the desktop version of Unite Create and edit an Advancement Services case in the mobile app Contact Preston Lindhardt (preston.lindhardt@admin.utah.edu)
627	InstructorLedCourse	**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.
6120	OnlineCourse	**Unite Navigation (UA)**	Use the Unite searching tool Navigate to Recently Viewed lists Create Favorites list Locate constituent information Locate constituent giving information Locate organization information Locate organization giving information Use reports, tasks, cases, and documents Find support for Unite Contact preston.lindhardt@admin.utah.edu with questions about this course.
628	InstructorLedCourse	**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.
6211	OnlineCourse	**Unite Plan Management (UA)**	Define Prospects, Portfolios, Prospect Teams and Managers Describe the purpose of a Plan Define the stages of a Plan Create a Plan Add an assist fundraiser to a Plan Add an additional constituent to a Plan Create a contact report from a Plan Explain the Donor Clearance process Contact preston.lindhardt@admin.utah.edu with questions about this course.
2243	OnlineCourse	**Upright Vacuum - U Facilities**	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	OnlineCourse	**Use AI To Increase Productivity In Business - U Facilities**	Are you looking to leverage new technology to boost productivity at work? Would you like to learn how to optimise 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! 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 behaviours, 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. 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 organisation. 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 maximising revenue while minimising costs, and presenting effective strategies to achieve sustainable financial success.
5984	OnlineCourse	**Use of Scribes Policy (Regulatory Compliance)**	Open Sesame Course, contact training@fm.utah.edu with questions. In this training you will learn about the use of Scribes Policy provided from the Regulatory Compliance department.
2957	OnlineCourse	**UShop for Brady Purchases: Approvals - U Facilities**	Please contact steven.webber@hsc.utah.edu with any issues. This course will walk you through how to approve a submitted order from Brady in UShop.
2956	OnlineCourse	**UShop for Brady Purchases: Default Settings - U Facilities**	Contact training@fm.utah.edu for support. 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.
2955	OnlineCourse	**UShop for Brady Purchases: Shopping - U Facilities**	Contact training@fm.utah.edu for support. This course will walk you through how to submit an order from Brady into UShop.
578	OnlineCourse	**Using Duo for Two-Factor Authentication (UIT)**	Contact training@fm.utah.edu with any questions. 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.

3195	OnlineCourse	**Using Hand-Operated Power Tools SOP - U Facilities**	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.
1571	OnlineCourse	**USP Safe Handling of Hazardous Drugs (UHealth)**	This training is required by hospital policy and for compliance with new NIOSH guidelines for safe handline 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
553	OnlineCourse	**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
1814	OnlineCourse	**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
513	InstructorLedCourse	**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.
1157	OnlineCourse	**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
1151	OnlineCourse	**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.
1155	OnlineCourse	**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
1148	OnlineCourse	**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.
6464	OnlineCourse	**UWAM April 2025 (UA)**	University Wide Advancement Meeting for March 2025 Please email internalcommsadv@utah.edu with any questions about this UWAM.
6458	OnlineCourse	**UWAM March 2025 (UA)**	University Wide Advancement Meeting for March 2025 Please email internalcommsadv@utah.edu with any questions about this UWAM.
6180	OnlineCourse	**UWAM November 2024 (UA)**	Learners will be able to describe University Advancement current events and developments for November 2024 Contact Preston Lindhardt (preston.lindhardt@admin.utah.edu)
6119	OnlineCourse	**UWAM September 2024 (UA)**	Learners will be able to describe University Advancement current events and developments for September 2024 Contact Preston Lindhardt (preston.lindhardt@admin.utah.edu)
6468	OnlineCourse	**VAD Controller Change HeartMate 3 (UHealth)**	This lesson will show you how to safely change the HeartMate 3 controller. The video will help insure proper connection of the driveline and batteries to the system controller. Please email vadteam@hsc.utah.edu with any questions about this training.
6470	OnlineCourse	**VAD Doppler Blood Pressure (UHealth)**	Describe when it is appropriate to use Doppler to obtain a blood pressure measurement. Identify the equipment needed to perform a Doppler blood pressure measurement. Explain the steps involved in obtaining a Doppler blood pressure reading after an automated cuff attempt has failed. Recognize how a Doppler obtained blood pressure is documented in the patient record.
6467	OnlineCourse	**VAD DRIVELINE DRESSING CHANGE (UHealth)**	Please email vadteam@hsc.utah.edu with any questions about this training. This lesson will show you how to correctly change the driveline dressing of an LVAD patient while using proper sterile technique.
2897	OnlineCourse	**VDO Confidentiality Training (UHealth)**	Please email vadteam@hsc.utah.edu with any questions about this training. 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
3152	OnlineCourse	**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	OnlineCourse	**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.
2685	OnlineCourse	**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.
5412	OnlineCourse	**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
2428	OnlineCourse	**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.
2636	OnlineCourse	**Vomit and Diarrhea Cleanup Process - U Facilities**	Learners will discover how to clean up vomit and diarrhea safely. Contact training@fm.utah.edu for support.

6408	OnlineCourse	**Waiting to Talk is Not Listening - U Facilities**	To be a good manager requires many skills, and the most often-cited characteristic of great managers is listening. Many people have trouble listening because it requires turning down the "noise" in one's own head while paying attention to others. This course reviews the steps of active listening and how to focus your attention away from yourself and towards others. You will learn what to say and do when it's your turn to speak. This course also provides a resource to self-assess your listening skills.
4744	OnlineCourse	**Waste and Recycling Training - U Facilities**	Contact training@fm.utah.edu for support. 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.
2868	OnlineCourse	**Waste Anesthetic GAS (WAG) - EHS**	Contact training@fm.utah.edu for support. 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	OnlineCourse	**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.
3083	OnlineCourse	**Water Shut off Training - U Facilities**	Refer questions concerning this course to questions@ehs.utah.edu Learners will discover how to turn off water to restroom fixtures.
334	OnlineCourse	**Welcome to the University of Utah**	Contact training@fm.utah.edu for support. 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.
1796	OnlineCourse	**Welcome to University of Utah Human Resource Management Team (UHRM)**	Contact AskHR@utah.edu with any questions. 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.
6249	OnlineCourse	**What is Internal Customer Service? - U Facilities**	Internal customer service is all about treating colleagues in the same way as you would an external customer. It's about showing courtesy and respect, understanding each other's needs and working together.
2300	InstructorLedCourse	**What to do until help arrives - U Facilities**	Contact training@fm.utah.edu for support. Topics include: How to get help, Adult, Child, or Infant CPR, AED, choking, opioid overdose bleeding control, shock, splinting, spine management, specific emergencies (heart attack, stroke, allergic reactions, diabetic situations), burns bites and stings, heat illness, cold emergencies, lab safety, etc. Contact training@fm.utah.edu for support.
424	OnlineCourse	**Winter Walking - EHS**	This course provides best practices to avoid slips, trips and falls in winter conditions. questions@ehs.utah.edu
6329	OnlineCourse	**Work-related Injury and Illness Reporting - EHS**	Employees and Supervisors will learn about their roles and responsibilities when it comes to workplace injury/illness reporting. Refer questions concerning this course to questions@ehs.utah.edu
538	OnlineCourse	**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)
1684	InstructorLedCourse	**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.
2255	InstructorLedCourse	**Your Role as a Manager (Cohort, 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. Please reach out to training@utah.edu with any questions.
577	InstructorLedCourse	**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.