

The Human Resources Training and Development Department offers comprehensive training in several professional focuses.

All workshops listed below can be utilized two ways:

1. Employees who attend all workshops and complete all on-line modules within a two-year period will receive a Certificate of Completion.
2. Employees may register for workshops individually, without a certificate option.

MANAGEMENT ESSENTIALS CERTIFICATE PROGRAM

This new open enrollment certificate program is designed for managers at the University. To be eligible for the Certificate of Completion, all workshops must be completed within a two-year period.

Management Essentials Workshops

To register, go to <http://www.hr.utah.edu/training/register/allclasses.php>

Introduction to Management	Jul. 7
Transition from Staff to Supervisor	Jul. 30
Ethical and Legal Issues	Aug. 18
Recruiting, Hiring, and Retaining the Best	Sep. 8
Performance Management	Sep. 29
Addressing Poor Performance and the Disciplinary Process	Oct. 20
Delegation	Nov. 20
Organizational Skills and Time Management for the Supervisor	Jun. 23 & Dec. 3

Management Essentials On-Line Training

8 on-line modules and just-in-time resource.

Available Now:

- e-Navigating the U from A-Z
- e-Benefits and Leaves (UUHC)
- e-Benefits and Leaves (Campus)
- e-Discipline, Separation, and Grievances

Coming Soon:

- e-Recruiting, Interviewing and Hiring
- e-Employee Performance Reviews
- e-Accounting for the New Supervisor
- e-On-Boarding New Employees
- e-Equal Opportunity in the Work Place

To self-enroll in an on-line module, please follow these instructions:
First go to EduCAT. You will enroll with your CIS username and password.

<http://www.educat.utah.edu/>

Starting from your eduCAT *Personal Page*:

-<select> **E-Learning** menu

-<click> **My E-Learning Lessons** menu option

-<click> **Self Enroll** tab (5th tab displayed on the *My Assignments* page)

-<select> **Your Entire Organization** radio button (this should actually be the default displayed)

-<locate> under the section that reads **Modules available to everyone in your organization**, select the module(s) that you want to complete:

UUHR00410 - Navigating The U

UUHR00410 – Discipline / Separation / Grievances

UUHR00410 – Benefits and Leaves (UUHC)

UUHR00410 – Benefits and Leaves (Campus)

-<click> **Enroll Now** button

-<select> **All Lessons** check box

-<click> **Add Lessons** button

-Upon successfully enrolling in the module, a message will display: "**Assignment process is completed.**"

To access the lesson

select the tab - **assignments by modules.**

Look for this title (in red)

Assignments in Module: UUHR00410 - Navigating The U

[UUHR00410 - Navigating The U](#)

click on the blue, underlined title.

It will take you to a page that will have the display (below)

UUHR00410 - Navigating The U

Navigating The U

[Click on "Click here to start."](#)