



Start the New Year off on the right foot by making an investment in yourself!

You can begin thinking about those New Year's resolutions now by pledging to make an investment in yourself in 2010.



To register for our workshops, log in to **myUFL** and navigate to Request Training Enrollment via My Self Service, Training and Development. To view course descriptions after logging in, click on the icon that looks like the one pictured at left. You also may wish to explore our online catalog by clicking on the links at the left prior to logging in to myUFL to learn more about our programs, read course descriptions, and view schedule information.

Please contact UF Training and Organizational Development at training@ufl.edu with your questions or visit our **web site**. We hope to see you in the New Year!

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Pro 3 Series

The Pro3 Series is the University of Florida's comprehensive training series for administrative professionals on campus. This page includes course descriptions and schedule information for the fall semester. For more detailed information about the series, please visit <http://hr.ufl.edu/training/pro3>.



Academic Department Support Track

Requirements:

- Completion of one core course: Privacy/FERPA Review (**PRO331**)
- Completion of four **electives** from those listed below
- Completion of Pro3 **Personal Excellence Track** plus one **Business Communication** course

Academic Department Support Track Core Course

PRO331 Privacy/FERPA Review

Tuesday, February 2, 1:30 to 5:00 p.m., HRS Building, Room 120
Instructors: Susan Blair, Everall A. Peele

In this session, participants will be exposed to important information related to privacy at UF, including a review of FERPA—the Family Educational Rights and Privacy Act—also known as the Buckley Amendment. This session will seek to:

- Introduce relevant privacy laws and other considerations that affect how the university conducts business
- Explain each employee's role in managing restricted data
- Describe requirements under FERPA and how they should be applied
- Ensure participants understand what must be done in order for UF to remain compliant

Academic Department Support Track Electives

PRO324 Supporting Tenure and Promotion Activities in Your Department

Thursday, March 18, 9 a.m. to 12 noon, HRS Building, Room 120
Instructor: Janet Malphurs

This workshop is designed to increase administrative staff members' understanding of the tenure/permanent status and promotion processes for faculty so that they may support those efforts more effectively. Workshop objectives include:

- Define tenure, permanent status, and promotion for both tenured and non-tenure accruing faculty
- Discuss timing of the Tenure and Promotion (T&P) process, including probationary periods, "Tenure When Ready," and "Stopping the Tenure Clock"

- Review the T&P process, including T&P packet composition
- Identify the role of administrative staff in assisting faculty throughout the T&P process

PRO325 Immigration 101: Student Regulations

Thursday, January 7, 1:30 to 4:30 p.m., HRS Building, Room 120

Instructors: Debra Anderson, Candice DeBose-Tyson

In this session, you will gain practical knowledge of immigration requirements and terminology related to assisting international students in attaining and maintaining legal status in the U.S. You will also develop working knowledge of the assistance and guidance available through the UF International Center.

Specific objectives of the class include:

- Learning important terminology (F1, J1, I-20, DS2019)
- Reviewing the process of obtaining the I-20/DS-2019 (helping the student get the status needed to be a student in the U.S.)
- Describing the requirements for maintaining legal status (e.g., enrollment and employment requirements)
- Reviewing the process for getting social security numbers for international students

PRO326 Effort Reporting Process at UF

Thursday, February 25, 8:30 a.m. to 12:00 noon, HRS Building, Room 120

Instructor: Suzanne Sindedecker

This session provides a comprehensive overview of the different pieces of effort reporting at UF, including the Faculty Assignment Report, Instructor Workload, and Effort Tracking in myUFL.

- Identify the related pieces of UF effort reporting
- Demonstrate impacts between different pieces
- Learn key procedures and practices to correctly input data for Instructor Workload, Faculty Assignment Report, and Effort Tracking in myUFL
- Ensure consistency, correctness, and minimize errors to provide reporting accuracy across effort tracking systems

PRO327 Grade-A-Gator Workshop

Tuesday, February 9, 9:00 to 10:30 a.m., HRS Building, Room 120

Instructor: Beckie Preston

Appropriate for both department as well as college-level grade coordinators, the Pro3 Grade-A-Gator course will discuss the role of the grade coordinator and will provide a demonstration of how to:

- Print class rolls
- Authorize access to Grade-A-Gator
- Enter grades via Grade-A Gator

PRO329 Managing the Scholarship Process

Wednesday, March 24, 1:30 to 4:30 p.m., HRS Building, Room 120

Instructor: Donna Kolb

The session aims to increase your understanding of scholarships available, the management and payment process, and our responsibility as stewards. We will specifically look at:

- Scholarships, fellowships, and graduate assistants - what are they?
- Need- and non need-based scholarships
- UF Foundation, Ethics in Business, and Custodial scholarships
- Scholarships and non-resident aliens
- The money-moving process from beginning to end
- Scholarship reporting and stewardship

PRO330 Guide to Graduate Education

Thursday, February 25, 1:30 to 4:30 p.m., HRS Building, Room 120

Instructors: Gann Enholm & Karen Bradley

This session is designed to increase your understanding of graduate education at UF. Specific topics of the class include:

- A review of the graduate student lifecycle
- Supervisory committees and graduate faculty appointments - how they work
- How to utilize the Graduate Information Management System (GIMS)
- Policies you really need to know
- Best practices



HR/Payroll Track

Requirements:

- Complete the six **core courses**
- Complete three courses in either **Other Personnel Actions** grouping or **Payroll/Leave** grouping
- Take the five **Personal Excellence courses**, plus one **Business Communication** course

HR/Payroll Track Core Courses

PRO313 Guide to OPS Employment for UF Administrators

Wednesday, January 13, 1:30 to 4:30 p.m., HRS Building, Room 120

Wednesday, April 14, 9 a.m. to 12 noon, HRS Building, Room 120

Instructors: Donna Kolb and Melissa Curry

This workshop will discuss general OPS employment, student employment, and Academic OPS. Learn about the OPS hiring process and review other relevant policies and procedures, including “at will” employment, nepotism, workers’ and unemployment compensation, additional employment/lump sum payments, and FICA eligibility.

PRO314 Classification and Compensation Foundations

Thursday, February 4, 1:30 to 4:30 p.m., HRS Building, Room 120

Instructor: Mary Alice Albritton

The objective of this workshop is to increase your understanding of the university's classification and compensation structure for UF staff, with emphasis on describing jobs accurately and understanding options that are available to ensure employees are classified and paid properly.

SCS040 Interviewing and Hiring



Also counts toward the Supervisory Challenge

Tuesday, January 12, 9 a.m. to 12 noon, HRS Building, Room 120

Instructor: John Sun

Thursday, March 25, 1:30 to 4:30 p.m., HRS Building, Room 120

Instructor: Melissa Curry

Using group participation, interactive exercises, and a video presentation, "The Right Person for the Right Job" will show you how to take the guesswork out of hiring so that you can hire not just "an" employee, but "the right" employee. Get tips on screening and interviewing plus ways to make a good job/person match.

PST092 Posting Gator Jobs

 *Course involves the myUFL system*

Tuesday, January 26, 9 a.m. to 12 noon, HRS Building, Room 119

Instructor: Amber McCurry

Thursday, February 25, 1:30 to 4:30 p.m., Health Science Center, C3-013

Instructor: Daniel Faron

Tuesday, March 9, 1:30 to 4:30 p.m., HRS Building, Room 119

Instructor: Jenna Blythe

Tuesday, April 27, 9 a.m. to 12 noon, HRS Building, Room 119

Instructor: Amber McCurry

This hands-on session teaches participants to use GatorJobs to post position vacancies to the UF web site, review applicant pools, identify hires, and close candidate searches. The procedure for reclassifying and updating positions, the role of the recruiters from the Recruitment & Staffing office in candidate searches, the process for reposting positions, and best practices are also reviewed.

PST210 Hiring and Additional Pay

 *Course involves the myUFL system*

Tuesday, January 26, 1:30 to 4:30 p.m., HRS Building, Room 119

Tuesday, February 23, 9 a.m. to 12 noon, HRS Building, Room 119

Wednesday, March 10, 1:30 to 4:30 p.m., HRS Building, Room 119

Thursday, April 29, 9 a.m. to 12 noon, Health Science Center, C3-013

Instructor: Kate Burch

This course gives participants an overview of electronic Personnel Action Forms (ePAF); walks participants through the process of completing hires for faculty, staff, fellowships, and OPS/students; and reviews how and when to provide additional pay (which includes non-wage payables and payments for non-resident aliens). This course is required to obtain the UF_EPAF_Department Admin role, which gives security to use ePAF.

PST220 Job/Position Actions

 Course involves the **myUFL system**

 Course also available through **e-Learning**

Wednesday, February 24, 1:30 to 4:30 p.m., HRS Building, Room 119

Instructor: Adia Rhodes

Review how to complete position and job actions in myUFL using the position management tools under Organizational Development and electronic Personnel Action Forms (ePAF). An important follow-up workshop to PST210.

Other Personnel Actions

PRO316 Nonresident Alien Training/University Tax Services

Wednesday, January 20, 1:30 to 4:30 p.m., HRS Building, Room 120

Instructors: Eric Davidson and J.A. Lopez

This session is designed to prepare departments involved with any type of monetary compensation for foreign nationals. After attending, the goal is for participants to be able to move through the process of paying a foreign national efficiently and accurately – from organizing documentation to understanding the data for processing. The session reviews key guidelines, required paperwork, and the approval process.

PRO317 An International Affair: Sponsorship of Foreign Nationals for Employment-Based Immigration Statuses

Thursday, February 11, 9 a.m. to 12 noon, HRS Building, Room 120

Instructor: Yvette McKinney

The goal of this session is to help participants understand immigration statuses related to employment-based sponsorship and acquire practical knowledge of processes associated with sponsorship of foreign nationals for employment with the university.

The session will cover:

- Employment based immigration statuses and the University's policies and procedures related to the sponsorship of these statuses.
- Federal regulations and procedures regarding sponsorship and maintenance of employment based immigration statuses.
- Documents related to employment based statuses and the methods and means associated with acquiring and generating these documents.

PRO318 Hiring Graduate Assistants and Fellows

Tuesday, January 12, 1:00 to 4:30 p.m., HRS Building, Room 120

Instructor: Phil Maggio

Designed to increase participants' understanding of the requirements (eligibility and paperwork), processes, and steps involved in hiring a Graduate Assistant or Pre- or Post-Doc Fellow. The session reviews requirements and paperwork, and discusses and demonstrates ePAF and the Letter of Appointment.

PRO319 Guide to Faculty Appointments, Recruitment, and Hiring for UF Administrators

Monday, April 19, 1:30 to 4:30 p.m., HRS Building, Room 120

Instructors: Janet Malphurs, Elnora Mitchell

Faculty appointments and titles will be covered, including appointment status modifiers, administrative titles, and a brief explanation of the recruitment process. This workshop will address OPS, salaried, and courtesy faculty as well as post-doctoral associates.

PRO321 Workers' Compensation and Other HR Issues

Thursday, March 18, 1:30 to 4:30 p.m., HRS Building, Room 120

Instructor: Kevin Clarke, Linda Dufran, Gloria Penrod

This workshop covers workers' compensation, unemployment compensation, commercial drivers' licenses, and drug testing to assist you in creating a safe and secure working environment for your department.

Payroll/Leave Grouping

PRO315 Advanced Topics in Payroll and Leave

Wednesday, March 10, 1:30 to 4:30 p.m., HRS Building, Room 120

Instructors: Sonja Burns and Linda Orfield

This session reviews and discusses the university's pay cycle and payroll calendar alongside various payroll/leave tools such as paylists, review paycheck and leave balances, and Payable Time Detail. Time reporting codes (TRCs) and earnings codes, adjustments, wage refund calculation requests, and leave processes/issues will be reviewed.

PRO320 UF Leave Policy

Thursday, April 1, 9 a.m. to 12 noon, HRS Building, Room 120

Instructor: Sonja Burns

Designed for payroll processors, department administrators, and supervisors, this session provides an in-depth review of UF leave policy and facilitates a better understanding of FMLA and extended leaves of absence.

PST081 Payroll Distributions

 *Course involves the myUFL system*

Tuesday, January 12, 9 a.m. to 12 noon, HRS Building, Room 119

Thursday, February 25, 1:30 to 4:30 p.m., HRS Building, Room 119

Thursday, March 25, 1:30 to 4:30 p.m., HRS Building, Room 119

Wednesday, April 21, 1:30 to 4:30 p.m., HRS Building, Room 119

Instructor: Susan Wilson

Designed for departmental staff responsible for their departments' employee labor charges and cost allocations, this workshop covers how to navigate to UF Payroll Distributions—with opportunity to add and update a distribution.

PST110 Time and Labor

 Course involves the **myUFL system**

Tuesday, January 19, 9 a.m. to 12 noon, HRS Building, Room 119

Wednesday, February 24, 9 a.m. to 12 noon, HRS Building, Room 119

Wednesday, March 24, 1:30 to 4:30 p.m., HRS Building, Room 119

Tuesday, April 27, 1:30 to 4:30 p.m., HRS Building, Room 119

Instructor: Jacqueline Howerton

Required for payroll processors and department administrators and recommended for all UF supervisors and managers, this interactive session reviews leave policy and practices. Other topics include time-worked rules, reporting time in myUFL, using Time and Labor tools, managing exceptions, and approving time.



FISCAL Fiscal Management Track

Requirements:

- Take the five **core courses**
- Earn two elective credits; choose from **fiscal elective groupings**. Each grouping comprises one elective credit. At least one of your elective credits must be within the Completing Transactions Competency
- Take the five **Personal Excellence courses** listed, plus one **Business Communication** course

Fiscal Management Track Core Courses

PRO302 The Color of Money: A Guide to How Moneys May Be Spent at UF

Wednesday, January 20, 9 a.m. to 12 noon, HRS Building, Room 120

Wednesday, March 3, 9 a.m. to 12 noon, HRS Building, Room 120

Instructor: Mike McKee

This workshop will introduce UF's sources of funds along with the accompanying rules, or directives, that govern how each type of moneys may be spent. Participants will learn about "allowable expenditures" for each funding source and will practice applying the rules to ensure uniform and consistent application of associated directives.

PRO303 Internal Controls at UF



Course also available through **e-Learning**

Monday, February 8, 1:30 to 4:30 p.m., HRS Building, Room 120

Instructors: Brian Mikell and Gloria Sheffield

Participants will be introduced to an "internal control framework" and study the key concepts together with a series of questionnaires that will guide them in performing unit-based internal control self-assessments.

PRO304 Basic Accounting Concepts for UF Administrators

Tuesday, January 26, 9 a.m. to 12 noon, HRS Building, Room 120

Tuesday, March 9, 9 a.m. to 12 noon, HRS Building, Room 120

Instructor: Ted Griswold

This course will enable you to develop a basic understanding of the accounting structure, system, and concepts used to manage the financial transactions and flow of money at the university.

PST050 Budget and Commitment Control

 *Course involves the myUFL system*

Wednesday, January 6, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Wednesday, February 17, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Wednesday, March 17, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Wednesday, April 21, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Instructor: Sheri Austin

Attend this workshop to learn about UF's approach to budgeting in myUFL. Commitment Control is an accounting methodology that identifies and reserves (or commits) funds for future payment obligations.

PST130 Departmental Reconciliation

 *Course involves the myUFL system*

Thursday, January 7, 8:30 a.m. to 12:00 noon, Health Science Center, C3-013

Tuesday, February 16, 1:30 to 5:00 p.m., HRS Building, Room 119

Wednesday, March 24, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Instructor: Ted Griswold

Tuesday, April 20, 1:30 to 5:00 p.m., HRS Building, Room 119

Instructor: Brenda Harrell

In this class we introduce reports, tools, directives, and recommendations for management of financial activities at the departmental level.

Fiscal Management Track Electives

 *Other electives may be found listed under the myUFL **Fiscal** and **Reporting** courses*

PRO305 Purchasing Policy - Purchasing 101

Thursday, January 7, 8:30 a.m. to 12:00 noon, Elmore Hall, Room 101

Thursday, February 4, 8:30 a.m. to 12:00 noon, Elmore Hall, Room 101

Thursday, March 4, 8:30 a.m. to 12:00 noon, Elmore Hall, Room 101

Thursday, April 1, 8:30 a.m. to 12:00 noon, Elmore Hall, Room 101

Instructor: Mary Ann Whitley

PRO306 UF Travel Directives Workshop

Thursday, January 21, 8:30 a.m. to 12:00 noon, Elmore Hall, Room 101

Thursday, February 18, 8:30 a.m. to 12:00 noon, Elmore Hall, Room 101

Wednesday, March 24, 8:30 a.m. to 12:00 noon, Elmore Hall, Room 101

Thursday, April 22, 8:30 a.m. to 12:00 noon, Elmore Hall, Room 101

Instructors: Brett Wallen and Dianna Brook

This workshop is designed for departmental representatives who perform travel-related duties. This workshop is designed to provide an in-depth review of travel-related rules/guidelines and answer the question... "What is allowed to be claimed in accordance with the UF Travel Directives?"

PRO323 Post-Award Overview at UF

Thursday, February 18, 1:30 to 4:30 p.m., HRS Building, Room 120
Instructors: Brian Sevier, Tonya Lewis, Kat Carter-Finn, Lisa Yates

The three "core" post-award (contract and grant) offices at UF have created this course to provide an overview of the "Post Award" area within research administration. Key areas of responsibility will be explored so that faculty, department administrators, and other key research personnel will understand how these offices serve them in managing the sponsored program portfolio. This class is a prerequisite for PRO334.

PRO334 Budget Management for Sponsored Programs

Thursday, March 11, 9 a.m. to 12 noon, HRS Building, Room 120
Instructors: Tiffany Schmidt, Jeffrey Cheek, Cory Spence-Thomas, and Kayla Moore

Prerequisite to attend: PRO323. This course provides a detailed review of the information that department administrators and faculty need to appropriately manage their sponsored program funds. Participants will explore rules/regulations, modifiers impacting direct and indirect costs including the use of budget codes in PeopleSoft, the impact of Level 3 and Level 5 in Commitment Control, budget transfers, and expense monitoring and reconciliation.

PRO335 Accounts Payable 101

Tuesday, January 19, 9 a.m. to 12 noon, Elmore Hall, Room 101
Tuesday, February 16, 9 a.m. to 12 noon, Elmore Hall, Room 101
Tuesday, March 16, 9 a.m. to 12 noon, Elmore Hall, Room 101
Tuesday, April 20, 9 a.m. to 12 noon, Elmore Hall, Room 101
Instructors: Penny Jackson, Jim McElveen, Connie Spencer

Paying vendors at the University of Florida can be very complex due to the overwhelming amount of rules and guidelines that must be followed. This workshop is designed for departmental representatives that input vouchers to pay vendors. This is not a "how to" workshop. This workshop is designed to provide an in-depth review of Accounts Payable related rules/guidelines and answer the question.... "What is allowed to be paid in accordance with the UF Accounts Payable Directives?"



Personal Excellence Courses

These Personal Excellence courses are required for all three certifications.

PRO301 UF 101: What Every Employee Should Know About the University of Florida

Wednesday, February 17, 9 a.m. to 12 noon, HRS Building, Room 120
Instructor: Tanya Fitzgerald

This workshop is designed to increase institutional awareness so that employees new to UF may be more effective in their jobs as they navigate the complexities of our large university and serve as resources for others. This workshop reviews UF's overall organizational structure, its managerial structure, and other relevant university relationships.

PRO307 Problem Solving in the Workplace

Thursday, January 14, 8:30 a.m. to 12:00 noon, HRS Building, Room 120

Wednesday, February 10, 1:00 to 4:30 p.m., HRS Building, Room 120

Tuesday, April 13, 8:30 a.m. to 12:00 noon, HRS Building, Room 120

Instructor: Ralph Taylor

Participants will focus on developing their ability to tackle workplace problems by using a logical, systematic approach that builds on their own strengths. Focus will be on ways participants can cultivate their abilities to evaluate options and implement solutions considering a range of information using the Myers-Briggs Type Indicator.

SCS010 HR 101: A Practical Guide to Fair and Legal Supervision



*Also counts toward the **Supervisory Challenge***

Wednesday, January 27, 9 a.m. to 12 noon, HRS Building, Room 120

Thursday, March 4, 9 a.m. to 12 noon, HRS Building, Room 120

Thursday, April 22, 9 a.m. to 12 noon, HRS Building, Room 120

Instructor: Kim Czaplowski

Explore the legal side of supervisory decision-making by examining how federal laws affect employment decisions, what you can and can't ask applicants and employees, and UF policies and procedures.

SCS060 Relationship Strategies



*Also counts toward the **Supervisory Challenge***

Tuesday, January 5, 9 a.m. to 12 noon, HRS Building, Room 120

Wednesday, March 17, 1:30 to 4:30 p.m., HRS Building, Room 120

Instructor: Ronda Mitchell

This workshop offers guidelines for understanding and adjusting to the differences in people through behavior observation.

GET050 Achieving Results

Tuesday, February 23, 9 a.m. to 12 noon, HRS Building, Room 120

Wednesday, March 24, 9 a.m. to 12 noon, HRS Building, Room 120

Instructor: Bob Parks

This session focuses on a key workplace skill—identifying and achieving desired results. You will learn to identify clearly what you want and define your priorities; explore methods for persisting in the face of challenges; create clear goals; and develop a strategy that leads to accomplishment of your goals.

Managing at UF: The Supervisory Challenge

All courses held in Room 120, HRS Building

CORE COURSES

SCS010 HR 101: A Practical Guide to Fair and Legal Supervision



*Also counts toward **Pro3 Certification***

Wednesday, January 27, 9 a.m. to 12 noon

Thursday, March 4, 9 a.m. to 12 noon

Thursday, April 22, 9 a.m. to 12 noon

Instructor: Kim Czaplewski

Explore the legal side of supervisory decision-making by examining how federal laws affect employment decisions, what you can and can't ask applicants and employees, and UF policies and procedures.

SCS020 Coaching for Success

Tuesday, February 16, 9 a.m. to 12 noon

Thursday, March 11, 1:30 to 4:30 p.m.

Instructor: Bob Parks

This workshop combines group discussion, case study reviews, and other activities to introduce ideas and techniques that can help you become a more effective coaching manager. This is a great core course for supervisors who want to learn the basics of leadership skills in order to encourage and guide their employees toward accomplishing goals in the work environment.

SCS030 Power of Feedback

Wednesday, February 17, 1:30 to 4:30 p.m.

Wednesday, April 14, 1:30 to 4:30 p.m.

Instructor: Jodi Gentry

Learn how to deliver effective feedback about job performance and work-related behavior. You'll also review how to formalize your feedback using UF's appraisal process, including how to conduct the appraisal interview.

SCS040 Interviewing and Hiring



*Also counts toward the **Pro3 HR/Payroll Certification***

Tuesday, January 12, 9 a.m. to 12 noon

Instructor: John Sun

Thursday, March 25, 1:30 to 4:30 p.m.

Instructor: Melissa Curry

Using group participation, interactive exercises, and a video presentation, "The Right Person for the Right Job" will show you how to take the guesswork out of hiring so that you can hire not just "an"

employee, but “the right” employee. Get tips on screening and interviewing plus ways to make a good job/person match.

ELECTIVES

SCS060 Relationship Strategies



Also counts toward **Pro3 Certification**

Tuesday, January 5, 9 a.m. to 12 noon

Wednesday, March 17, 1:30 to 4:30 p.m.

Instructor: Ronda Mitchell

This workshop offers guidelines for understanding and adjusting to the differences in people through behavior observation.

SCS070 Teamwork: Together Everyone Wins

Thursday, January 28, 1:30 to 4:30 p.m.

Instructor: Tanya Fitzgerald

Many organizations today use teams to identify and solve problems, and while groups can't be transformed into teams by the wave of a magic wand, they can transform themselves by learning the essential elements of team development. In this interactive program, you'll experience teamwork dynamics while you learn about:

- Teamwork basics: This workshop will cover four building blocks for successful teams: purpose, process, position, and people skills.
- Team process: What's the difference between a group and a team? It's the process. Learn about the informal and formal processes that effective teams follow.
- Conflict: Conflict is natural—and effective teams know that. By learning how to identify their interests, rather than positions, team members can learn to manage conflict effectively and work toward the ever-important consensus.

SCS080 Making Meetings Work

Tuesday, April 20, 9 a.m. to 12 noon

Instructor: Tanya Fitzgerald

How many meetings have you attended or conducted that just seemed like wasted time? Well, no more! Attend this workshop to learn techniques for planning and facilitating effective meetings. This workshop counts as an elective in the Supervisory Challenge certificate program.

SCS090 Powerful Public Speaking

Friday, February 19, 9 a.m. to 12 p.m.

Instructors: Kim Kirkup and Marianne Preisler

Have you ever been in a meeting or making a presentation and wished you had prepared more fully? Has stage fright ever had an impact on your effectiveness? This program can help! Attend this program and learn how to:

- Reduce stage fright

- Deliver with professionalism
- Apply the basics of public speaking by focusing on situation, purpose, audience, and methods

SCS100 What to Do First When Everything Is Important: Planning, Priorities, and Delegation

Wednesday, February 3, 9 a.m. to 12 noon

Instructor: Bob Parks

Thursday, April 1, 1:30 to 4:30 p.m.

Instructor: Tanya Fitzgerald

Attend this session and learn the basic ways to use your time wisely, the difference between importance and urgency, and the benefits of delegation.

SCS200 From Manager to Motivator

Tuesday, March 16, 9 a.m. to 12 noon

Instructor: Bob Parks

This workshop helps supervisors focus on what really matters when it comes to employee motivation. Participants will learn to communicate in a way that builds committed, self-confident employees; focus on what really motivates people; and reward employees in effective ways.

SCS300 Surviving the Challenge of the Problem Employee

Tuesday, March 30, 9 a.m. to 12 noon

Instructor: Kim Czaplewski

Difficult employees take up a lot of their supervisors' time and can create serious morale problems within departments. Supervisors who need to analyze and manage problem employees will learn how to get the workplace back on track to productivity.

GET021 Ages and Stages: Generations in the Workplace

Thursday, April 15, 9 a.m. to 12 noon

Instructor: Bob Parks

For the first time in history, four separate generations are represented in the workplace, each with its own distinct set of values and priorities. Through developing understanding and appreciation for how generations differ, members of each generation are empowered to enhance communications and interactions for working together more effectively. Differences between generations then become harnessed as strengths to increase productivity, creativity, problem solving, and learning.

Business Communications



All courses count toward **Pro3 Certification**, or complete three to receive your Business Communication Certificate.

All courses held in Room 120, HRS Building

BCC010 Communication Confidence

Wednesday, February 24, 1:30 to 4:30 p.m.
Instructor: Ronda Mitchell

Most of us think we're good communicators. Listening and talking are things we engage in all the time, so we assume we do it well. Unfortunately, that's often not the case. Attend "Communication Confidence" to learn a number of skills and tools to improve the way you communicate with others. Behind these skills are these fundamental concepts:

- We all can be better communicators
- By understanding what makes communicating difficult, we can improve
- By using certain tools and skills, we can counteract the difficulties

BCC020 Now Hear This: Listening, Comprehending, Communicating

Wednesday, January 27, 1:30 to 4:30 p.m.
Instructor: Kim Kirkup

Did you know that as much as 40% of the average workday is spent listening to others? That's close to half of your day! Isn't it time, therefore, to stop and make sure you're using your time to its greatest advantage? Take a few moments and ask yourself: Are you an effective listener? How often do you assess your listening skills? Could you improve? That's where "Now Hear This" can help.

In this workshop, we'll:

- Define "listening" and how it impacts your work.
- Recognize and deal with the barriers between listener and speaker.
- Practice good listening techniques and identify ways to make them work for you.

BCC030 Communicate Assertively

Wednesday, March 31, 9 a.m. to 12 noon
Instructor: Tanya Fitzgerald

Assertiveness is a skill you can acquire, not a personality trait that some people are born with and others are not. When we communicate assertively, we express our feelings, thoughts, and wishes—standing up for our legitimate rights without violating the rights of others.

In this workshop, you'll learn to:

- Distinguish between assertive, aggressive, and non-assertive (or passive) behaviors.
- Include the three parts of an assertive message in your communication approach.
- Listen assertively by concentrating your attention on the other person.
- Respond appropriately to criticism

Building on the topics discussed in "Communication Confidence," this workshop highlights communication skills that are essential in many day-to-day situations.

BCC040 Power Writing

Wednesday, March 17, 9 a.m. to 12 noon
Instructor: Marianne Preisler

In this class, we will focus on preparing professional business documents discuss, including a review of grammar, tone, stressing the positive, saying "no" gently, and doing a little more than you need to in order to get your message across.

You will learn to:

- Define your purpose
- Target your reader
- Reduce writer's block
- Organize your writing
- Eliminate "clutter"
- Edit for accuracy and grammatical correctness

BCC050 Punctuation Power

Tuesday, April 20, 1:30 to 4:30 p.m.
Instructor: Jodi Gentry

If a commonsense approach to punctuation is what you need, then our "Punctuation Power" may be right for you! In this fast-paced program, you'll review concepts associated with punctuation that you may put to use in everyday writing situations. The workshop covers how to use commas, semicolons, colons, and dashes correctly.

BCC060 E-Mail Effectiveness

Wednesday, February 24, 9 a.m. to 12 noon
Instructor: Tanya Fitzgerald

Do you control your e-mail or does your e-mail control you? Most of us spend a good part of our day using this powerful medium. Yet, navigating through threads, jargon, and acronyms sometimes leads to some nasty flames! Attend this interactive session to learn how to make the most of your e-mail.

BCC070 Grammar Game

Friday, March 5, 9 a.m. to 12 noon
Instructor: Karen Navitsky

Can business grammar be fun? Absolutely. This fast-paced and interactive class is designed to help you catch common grammar mistakes that can hurt your professional image and your credibility. During this course, participants will explore those essential grammar rules that every professional must know such as:

- Subject/verb agreement
- Who vs. whom; me vs. myself (You'll never be confused again!)
- How to correct writing without changing the meaning

myUFL Courses

PST121 myUFL Basics

Tuesday, January 5, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Instructor: Marianne Preisler

This hands-on session will provide participants with the basic skills necessary to navigate and personalize myUFL. Topics will include signing in, menu navigation, myUFL security roles, group boxes, adding and deleting rows, searching, and much more. Participants will access myUFL with GatorLink username and password. Make sure you know yours when you come to class.

HR/Payroll Courses



HR Courses count toward **Pro3 HR Certification**

PST081 Payroll Distributions

Tuesday, January 12, 9 a.m. to 12 noon, HRS Building, Room 119

Thursday, February 25, 1:30 to 4:30 p.m., HRS Building, Room 119

Thursday, March 25, 1:30 to 4:30 p.m., HRS Building, Room 119

Wednesday, April 21, 1:30 to 4:30 p.m., HRS Building, Room 119

Instructor: Susan Wilson

Designed for departmental staff responsible for their departments' employee labor charges and cost allocations, this workshop covers how to navigate to UF Payroll Distributions—with opportunity to add and update a distribution.

PST092 Posting Gator Jobs

Tuesday, January 26, 9 a.m. to 12 noon, HRS Building, Room 119

Instructor: Amber McCurry

Thursday, February 25, 1:30 to 4:30 p.m., Health Science Center, C3-013

Instructor: Daniel Faron

Tuesday, March 9, 1:30 to 4:30 p.m., HRS Building, Room 119

Instructor: Jenna Blythe

Tuesday, April 27, 9 a.m. to 12 noon, HRS Building, Room 119

Instructor: Amber McCurry

This hands-on session teaches participants to use GatorJobs to post position vacancies to the UF web site, review applicant pools, identify hires, and close candidate searches. The procedure for reclassifying and updating positions, the role of the recruiters from the Recruitment & Staffing office in candidate searches, the process for reposting positions, and best practices are also reviewed.

NEW! PST096 Introducing E-Verify



Course also available through **e-Learning** (Please note: Registration for this online course begins January 7)

Thursday, January 7, 8:30 to 10:00 a.m., HRS Building Room 120

Thursday, January 7, 10:30 a.m. to 12:00 noon, HRS Building Room 120

Friday, January 8, 8:30 to 10:00 a.m., HRS Building Room 120

Friday, January 8, 10:30 a.m. to 12:00 noon, HRS Building Room 120

Monday, January 11, 8:30 to 10:00 a.m., HRS Building Room 120
Monday January 11, 10:30 a.m. to 12:00 noon, HRS Building Room 120
Thursday, January 14, 1:00 to 2:30 p.m., HRS Building Room 120
Thursday, January 14, 3:00 to 4:30 p.m., HRS Building Room 120
Instructors: Melissa Curry and John Sun

This class is mandatory for ePAF originators and Level 1 approvers (those with the security roles of UF_EPAF_Department Admin and UF_EPAF_Level 1 Approver). Backups should also attend. This course will cover the recent federal regulations on verifying employment eligibility for new and existing employees, review our obligations under the new ruling, discuss the Form I-9 process, and look at changes to the ePAF procedure. **Those who need to complete the class will have until January 31, 2010, to do so, otherwise their security role will be forfeited.** Both classroom and online course options are offered.

PST110 Time and Labor

Tuesday, January 19, 9 a.m. to 12 noon, HRS Building, Room 119
Wednesday, February 24, 9 a.m. to 12 noon, HRS Building, Room 119
Wednesday, March 24, 1:30 to 4:30 p.m., HRS Building, Room 119
Tuesday, April 27, 1:30 to 4:30 p.m., HRS Building, Room 119
Instructor: Jacqueline Howerton

Required for payroll processors and department administrators and recommended for all UF supervisors and managers, this interactive session reviews leave policy and practices. Other topics include time-worked rules, reporting time in myUFL, using Time and Labor tools, managing exceptions, and approving time.

PST210 Hiring and Additional Pay

Tuesday, January 26, 1:30 to 4:30 p.m., HRS Building, Room 119
Tuesday, February 23, 9 a.m. to 12 noon, HRS Building, Room 119
Wednesday, March 10, 1:30 to 4:30 p.m., HRS Building, Room 119
Thursday, April 29, 9 a.m. to 12 noon, Health Science Center, C3-013
Instructor: Kate Burch

This course gives participants an overview of electronic Personnel Action Forms (ePAF); walks participants through the process of completing hires for faculty, staff, fellowships, and OPS/students; and reviews how and when to provide additional pay (which includes non-wage payables and payments for non-resident aliens). This course is required to obtain the UF_EPAF_Department Admin role, which gives security to use ePAF.

PST220 Job/Position Actions



Course also available through e-Learning

Wednesday, February 24, 1:30 to 4:30 p.m., HRS Building, Room 119
Instructor: Adia Rhodes

Review how to complete position and job actions in myUFL using the position management tools under Organizational Development and electronic Personnel Action Forms (ePAF). An important follow-up workshop to PST210.

Fiscal Courses



FISCAL Courses count toward **Pro3 Fiscal Certification**

PST021 Making Deposits

Wednesday, January 20, 1:30 to 5:00 p.m., HRS Building, Room 119

Thursday, February 4, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Tuesday, March 23, 1:30 to 5:00 p.m., HRS Building, Room 119

Wednesday, April 14, 1:30 to 5:00 p.m., HRS Building, Room 119

Instructor: Maxine Word

For employees who deposit revenue without tracking customer information and employees who deposit cash expense refunds.

PST030 Travel and Expense

Tuesday, January 19, 1:30 to 5:00 p.m., HRS Building, Room 119

Wednesday, February 3, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Thursday, March 18, 1:30 to 5:00 p.m., HRS Building, Room 119

Tuesday, April 20, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Instructor: Dianna Brook Covington

Designed for departmental staff who handle travel in their areas, this workshop introduces travel and expense processes.

PST050 Budget and Commitment Control

Wednesday, January 6, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Wednesday, February 17, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Wednesday, March 17, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Wednesday, April 21, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Instructor: Sheri Austin

Attend this workshop to learn about UF's approach to budgeting in myUFL. Commitment Control is an accounting methodology that identifies and reserves (or commits) funds for future payment obligations.

PST071 Paying Vendors

Thursday, January 7, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Wednesday, February 10, 1:30 to 5:00 p.m., HRS Building, Room 119

Tuesday, March 16, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Wednesday, April 28, 1:30 to 5:00 p.m., HRS Building, Room 119

Instructor: Tammy Frost

Learn how to process a voucher, gain voucher approval, obtain payment, sign up for exceptions notifications, and identify budget errors. You will also learn how to complete an Encumbered Voucher, Unencumbered Voucher (Payment Authorization), and Expense to Expense Voucher (Inter-Departmental Expense Refund). This is a follow-up session to "Intro to Purchasing in myUF Market."

PST073 Intro to Purchasing in myUF Market

Tuesday, February 9, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Instructor: Karen Frank

Wednesday, March 31, 1:30 to 5:00 p.m., HRS Building, Room 119

Instructor: Sara Stanford

This hands-on workshop, introducing the myUF Market, is for employees designated **Requestors**. DSAs can request security for Requestors within a day or two after training completion.

PST120 Asset Management

Tuesday, January 5, 1:30 to 5:00 p.m., HRS Building, Room 119

Thursday, February 11, 1:30 to 5:00 p.m., Health Science Center, C3-013

Wednesday, March 3, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Thursday, April 29, 1:30 to 5:00 p.m., HRS Building, Room 119

Instructor: Sherry Adams

This hands-on session is for individuals who create requisitions and receive assets for their department. Attending "Introduction to Purchasing in myUF Market" is strongly recommended prior to attending this course.

PST130 Departmental Reconciliation

Thursday, January 7, 8:30 a.m. to 12:00 noon, Health Science Center, C3-013

Tuesday, February 16, 1:30 to 5:00 p.m., HRS Building, Room 119

Wednesday, March 24, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Instructor: Ted Griswold

Tuesday, April 20, 1:30 to 5:00 p.m., HRS Building, Room 119

Instructor: Brenda Harrell

In this class we introduce reports, tools, directives, and recommendations for management of financial activities at the departmental level.

Enterprise Reporting Courses

PST010 Reporting: Basics



FISCAL Course counts toward **Pro3 Fiscal Certification**

Wednesday, January 13, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Tuesday, February 2, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Thursday, March 4, 8:30 a.m. to 12:00 noon, Health Science Center, C3-013

Instructor: Karen Navitsky

Wednesday, April 14, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Instructor: Ralph Taylor

For the end user who needs to generate basic reports for financial- or HR-related transactions. This session explores basic concepts associated with Enterprise Reporting and reviews the reporting content. Prerequisite to PST012 and PST117.

PST012 Reporting: Query Studio

Wednesday, January 27, 9:00 to 11:30 a.m., HRS Building, Room 119

Instructor: Karen Navitsky

Thursday, March 25, 9:00 to 11:30 a.m., Health Science Center, C3-013

Instructor: Ralph Taylor

Introduces the Enterprise Reporting Query Studio tool with a brief overview of the Data Warehouse and a closer look at the various data packages. Become familiar with the Query Studio interface and complete exercises on query-building skills.

PST117 Reporting: PowerPlay



FISCAL Course counts toward **Pro3 Fiscal Certification**

Thursday, January 21, 8:30 a.m. to 12:00 noon, Health Science Center, C3-013

Instructor: Ralph Taylor

Tuesday, February 16, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Instructor: Karen Navitsky

Thursday, March 18, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Instructor: Ralph Taylor

Wednesday, April 28, 8:30 a.m. to 12:00 noon, HRS Building, Room 119

Instructor: Karen Navitsky

In this hands-on session, we explore PowerPlay Cubes and review the available content. Designed for the end-user on campus who needs to generate reports for his or her financial transactions.

e-learning



myUFL Indicates course counts toward **Pro3 HR Certification**

myUFL Indicates course involves the **myUFL system**

COMING SOON! ISC898 UF Restricted Data Training

UF takes seriously the obligation to protect Restricted Data. Failure to protect Restricted Data impacts UF's reputation, liability and finances. This introductory course explains the do's and don'ts of using Restricted Data on computers and what to do in the event of a Restricted Data exposure. Attendees will learn when to use encryption and proper methods for disposal of Restricted Data. Specific safeguards for portable media, email, personally managed computers and other uses of Restricted Data are taught. Important contacts and other resources are presented.



FISCAL **PRO303 Internal Controls at UF**

Participants will be introduced to an "internal control framework" and study the key concepts together with a series of questionnaires that will guide them in performing unit-based internal control self-assessments.

PST055 Journal Entry: Excel Template

In this course, participants will learn how to download, use, and email an Excel spreadsheet for departments with only occasional financial transactions

PST056 Journal Entry: Online Entry

In this course, participants will learn the journal entry process for departments that have regular monthly financial transactions including downloading the required template, entering & editing journal entries, requesting budget checks, and emailing posting requests.

PST057 Journal Entry: Upload Workbook

In this course, participants will learn the journal entry process for departments that have large entries of six lines or more including downloading & editing the required template, entering data into the Upload Workbook, uploading the Spreadsheet Journal, and completing journal edits and budget checks.

NEW! PST096 Introducing E-Verify

*Please note: Registration for this online course begins **January 7***

This class is mandatory for ePAF originators and Level 1 approvers (those with the security roles of UF_EPAF_Department Admin and UF_EPAF_Level 1 Approver). Backups should also attend. This course will cover the recent federal regulations on verifying employment eligibility for new and existing employees, review our obligations under the new ruling, discuss the Form I-9 process, and look at changes to the ePAF procedure. **Those who need to complete the class will have until January 31, 2010, to do so, otherwise their security role will be forfeited.** Both classroom and online course options are offered.



PST220 Job & Position Actions

In this course, participants will learn definitions of job codes and position numbers, the process for making changes to job classifications/position actions and subsequent approval process, and the appropriate use of Organizational Development and ePAFs. It is recommended that participants also enroll in PST210 Hiring & Additional Pay to gain the security roles required for these functions.

PST313 Managing M&S/Equipment Fees

In this course, participants will complete an overview of the Material & Supply and Equipment Usage Fee system in myUFL. The course includes navigation, entering and updating fees, viewing existing fees, policies, and expectations.

PST501 myAssets Overview

In this course, participants will complete an overview of the myAssets property system designed for use by departmental Property Custodians and Contacts to control their department inventory. The course shows how to obtain a listing of their department assets and conduct property status change requests to Asset Management, including updating property, completing inventory, creating reports of survey, and requesting surplus equipment pickup. The course also discusses inventory policy and explains workflow for requests to department approvers, then to Asset Management for final approval and processing in myUFL.

Computer Courses

Beginning in January, a new billing procedure will be instituted for the Computer Challenge courses. If you register for a Computer Challenge course, you will receive an invoice one week prior to the session date. You must complete the invoice and fax it to the Office of Human Resource Services (352-392-5495) prior to the session date.

Please note that the invoice must include the appropriate ChartField information to be used to complete an Expense to Revenue (E2R) transaction. Additionally, because the funding is coming from your department/unit, you are now required to obtain your immediate supervisor's signature on the invoice.

If you have questions about this new procedure, please contact Training and Organizational Development at training@ufl.edu or 352-392-4626.

CCH060 Microsoft Excel Basic (\$75)

Thursday, January 28, 8:30 a.m. to 4:30 p.m., HRS Building, Room 119

Thursday, April 1, 8:30 a.m. to 4:30 p.m., HRS Building, Room 119

This course is designed for persons preparing for certification as a Microsoft Office Specialist in Excel, who already have knowledge of the Microsoft Office Windows 98 (or above) operating system, and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Excel 2007 worksheets.

Pre-requisite(s):

Introduction to Computers or comfort using Windows operating system

CCH061 Microsoft Excel Intermediate (\$75)

Thursday, February 11, 8:30 a.m. to 4:30 p.m., HRS Building, Room 119

Thursday, April 22, 8:30 a.m. to 4:30 p.m., HRS Building, Room 119

In this course, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

This course is for persons who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the Web. In addition, this course helps prepare students who desire to prepare for the Microsoft Office Specialist exam in Excel or Module 2 and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.

Pre-requisite(s):

Excel 2007 - Basic or equivalent knowledge

CCH062 Microsoft Excel Advanced (\$75)

Thursday, January 14, 8:30 a.m. to 4:30 p.m., HRS Building, Room 119

Thursday, March 11, 8:30 a.m. to 4:30 p.m., HRS Building, Room 119

In this course, you will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

This course is for persons desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, create PivotTables and PivotCharts, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Office Specialist exam in Excel 2007 or Module 2-Key Applications of the Internet and Computing Core Certification (IC3) exam, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

Pre-requisite(s):

Excel 2007 - Basic or equivalent knowledge

Excel 2007 - Intermediate or equivalent knowledge

CCH050 Microsoft Access Basic (\$150)

Thursday, February 18, and Friday, February 19, 8:30 a.m. to 4:30 p.m., HRS Building, Room 119
(2 full days of instruction)

In this course, you will be introduced to the concept of the relational database and the Microsoft Office Access 2007 relational database application, and information management tools. Also, you will learn how to design and create a new Access database.

This course is designed for persons who wish to learn the basic and intermediate-level operations of the Microsoft Access Database program to perform their day to day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes.

Day One addresses job responsibilities that include working with tables to create and maintain records, locate records, and produce reports based on the information in the database. It also provides the fundamental knowledge and techniques needed to advance to more technical Access responsibilities, such as creating and maintaining new databases and using programming techniques that enhance Access applications.

Day Two addresses job responsibilities that include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces integrating Access data with other Microsoft applications.

Pre-requisite(s):

Introduction to Computers or comfort using Windows operating system

CCH051 Microsoft Access Advanced (\$75)

Friday, March 19, 8:30 a.m. to 4:30 p.m., HRS Building, Room 119

In this course, you will extend your knowledge into some of the more specialized and advanced capabilities.

This course is designed for persons who wish to learn intermediate and advanced operations of the Microsoft Access Database program. This course is for those whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft MOS Certification for Access 2007, and it is a prerequisite to taking more advanced courses in Access 2007.

Pre-requisite(s):

Access 2007 - Basic or equivalent knowledge

Retirement and Financial Planning

All courses held in Room 120, HRS Building

GET023 Estate Planning Workshop

Thursday, April 22, 1:30 to 3:30 p.m.
Instructor: Craig Morrison (ING)

Learn the importance of having a good estate plan and the best tools to use.

GET025 Cash Management

Tuesday, January 19, 1:30 to 3:30 p.m.
Instructors: Shawn Bennett and Tryssa Pacciulli (VALIC)

GET512 Retirement Strategies for Women

Thursday, February 18, 9:00 to 11:00 a.m.
Instructor: Debbi James, CFP (VALIC)

GET573 FRS/DROP Workshop

Monday, March 29, 1:30 to 3:30 p.m.
Instructor: Eric Kegley

A presentation about the defined benefit Pension Plan, the DROP program, health insurance coverage, and subsidy in retirement.

GET577 Investment Planning

Monday, February 15, 1:30 to 3:30 p.m.
Instructor: Donald Hartman (VALIC)

GET578 Revisioning Retirement

Monday, January 11, 1:30 to 3:30 p.m.
Instructor: Owen Brock (VALIC)

GET598 Social Security/Medicare Overview

Friday, March 19, 9:00 to 11:00 a.m.
Instructor: Cliff Copeland (Social Security Administration)

An in-depth discussion of Social Security and Medicare benefits and eligibility requirements.

Other Courses

All courses (except GET 200) held in Room 120, HRS Building

CCA010 Quality Customer Service

Tuesday, February 16, 1:30 to 4:30 p.m.

Instructor: Ronda Mitchell

We all have customers--The question is "Do we serve them well?" In this workshop, participants will identify customer expectations, review assertive communication as a key component of quality customer service, and discuss common customer service interactions and how to improve them.

GET029 Green Your Office

Monday, February 22, 1:30 to 4:30 p.m.

Instructor: Anna Prizzia

A "green" office is one that is both healthy and efficient in its use of resources. The result is less wasteful work practices, efficiency, and a more pleasant place to work. And, not only does it save money and time, but it goes easier on the environment, which is something that many of us appreciate. In this session you will learn about what sustainability means, how it influences your work-life, and practical things you and your department can do to help save money and our resources.

GET030 Safe Campus/Safe Community

Tuesday, March 2, 9:00 to 11:30 a.m.

Instructors: Jeff Holcomb, Wayne Griffin, Brook Mercier

Given the growing concern about personal safety in the workplace and the community, the Office of Human Resource Services, working in concert with the University Police Department and the UF Counseling Center, is pleased to offer "Safe Campus, Safe Community: Creating a Violence-Free Workplace." Designed to increase awareness about proactive measures and appropriate responses in the event of a disruptive or violent situation, this workshop is designed for UF administrators to help ensure a safe campus environment at our university.

GET060 Take Charge of Change

Thursday, February 4, 9 a.m. to 12 noon

Instructor: Tanya Fitzgerald

Change happens. It is a real, concrete, often stressful fact of life. Do you ever wish that change would go away--or at least slow down? If so, this class is for you. During this course, participants will:

- Examine the initial normal reactions to change
- Explore ways to overcome resistance to change
- Prepare a personal plan--including emphasis on personal resilience

GET111 Psychoneuroimmunology I

Thursday, January 21, 2 to 4 p.m.

Instructor: Beree Darby

Psychoneuroimmunology is a new interdisciplinary field that has provided a foundation for understanding the pathways between the brain and immune system as well as the importance of the mind in influencing physical and mental health.

GET199 Cyber Self-Defense

Tuesday, March 23, 1:30 to 3:30 p.m.

Instructor: John Sawyer

This session is designed to raise awareness of faculty and staff on topics including safe Web browsing, principle of least privilege, encrypting and backing up files, e-mail safety, and wireless security. The class is very interactive with discussion topics that get the participants thinking about how to protect their personal and work computers both at home and the office.

GET200 RAD Self-Defense for Women

Wednesday, Thursday, and Friday, February 17, 18, 19, 1 to 5 p.m., University Police Department, Jennings Annex, Building 596 (class meets three times)

Wednesday, Thursday, and Friday, April 21, 22, 23, 1 to 5: p.m., University Police Department, Jennings Annex, Building 596 (class meets three times)

Sponsored and led by the University Police Department

RAD (Rape Aggression Defense) is a program of realistic self-defense tactics and techniques for women. The RAD System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, before progressing to the basics of hands-on defense training. Sponsored and led by the University Police Department.

Note: Please wear athletic clothing and shoes.

GET210 Psychoneuroimmunology II

Tuesday, February 23, 2 to 4 p.m.

Instructor: Beree Darby

This program is a follow-up session to the popular Psychoneuroimmunology I workshop.

GET211 Psychoneuroimmunology III

Tuesday, March 30, 2 to 4 p.m.

Instructor: Beree Darby

This program is a follow-up session to the Psychoneuroimmunology II workshop.

ISC898 UF Restricted Data Training

Tuesday, March 2, 1:30 to 3:30 p.m.

Instructor: Kathy Bergsma

UF takes seriously the obligation to protect Restricted Data. Failure to protect Restricted Data impacts UF's reputation, liability and finances. This introductory course explains the do's and don'ts of using Restricted Data on computers and what to do in the event of a Restricted Data exposure. Attendees will learn when to use encryption and proper methods for disposal of Restricted Data. Specific safeguards for portable media, email, personally managed computers and other uses of Restricted Data are taught. Important contacts and other resources are presented.

PMA010 Project Management

Tuesday, March 16, 1:30 to 4:30 p.m.

Instructor: Tanya Fitzgerald

Project management, whether aimed at improving service or solving major organizational problems, requires a different set of management skills than those needed to oversee routine operations. Project management involves leading a diverse group of employees who are working in an environment that is highly dependent upon planning, limited by budget and scheduling controls, and subject to constant progress evaluations.

You can make project management a positive work experience through understanding project functions from start to finish. Become a better project manager or team member by participating in this "Project Management" workshop!

New Employees

All benefits-eligible employees must sign up for benefits during the first 60 calendar days of employment. Health insurance will take effect no sooner than the first day of the month following payment and submission of appropriate paperwork. You must register for **Group Benefits Enrollment** to sign up for benefits. Please also visit the **New Employee** section of our web site for additional useful information.

GET010 New Employee Orientation at HRS Building, 903 W University Ave.

Friday, January 15, 8:30 a.m. to 12:30 p.m.

Friday, January 29, 8:30 a.m. to 12:30 p.m.

Friday, February 12, 8:30 a.m. to 12:30 p.m.

Friday, February 26, 8:30 a.m. to 12:30 p.m.

Friday, March 12, 8:30 a.m. to 12:30 p.m.

Friday, March 26, 8:30 a.m. to 12:30 p.m.

Friday, April 9, 8:30 a.m. to 12:30 p.m.

Friday, April 23, 8:30 a.m. to 12:30 p.m.

Conducted by UF Training and Organizational Development and University Benefits

HSC010 New Employee Orientation for Health Science Center Employees (HPNP Building, Room G111)

Tuesday, January 12, 8:30 a.m. to 12:30 p.m.

Tuesday, January 26, 8:30 a.m. to 12:30 p.m.

Tuesday, February 09, 8:30 a.m. to 12:30 p.m.

Tuesday, February 23, 8:30 a.m. to 12:30 p.m.

Tuesday, March 09, 8:30 a.m. to 12:30 p.m.

Tuesday, March 23, 8:30 a.m. to 12:30 p.m.

Tuesday, April 6, 8:30 a.m. to 12:30 p.m.

Tuesday, April 20, 8:30 a.m. to 12:30 p.m.

Conducted by Charlene Edwards

GET011 Benefits Enrollment for Faculty and Staff, HRS Building, 903 W University Ave.

Friday, January 15, 1:30 p.m. to 3:30 p.m.

Friday, January 29, 1:30 p.m. to 3:30 p.m.

Friday, February 12, 1:30 p.m. to 3:30 p.m.

Friday, February 26, 1:30 p.m. to 3:30 p.m.

Friday, March 12, 1:30 p.m. to 3:30 p.m.

Friday, March 26, 1:30 p.m. to 3:30 p.m.

Friday, April 9, 1:30 p.m. to 3:30 p.m.

Friday, April 23, 1:30 p.m. to 3:30 p.m.

Conducted by University Benefits

Sexual Harassment Compliance Training

To take the class, navigate to my.ufl.edu, My Self Service, Training and Development. On the Training and Development home page, under Online Learning, select "Preventing Sexual Harassment."

Human Resource Services provides an online training program, *Preventing Sexual Harassment*, through New Media Learning. After reviewing the program content and completing the exercises, employees must pass a Mastery Test at the end of the program to attain training compliance certification. Employees should schedule a minimum of one hour to complete the course and have access to **myUFL**.

Completion of this sexual harassment training is a compliance expectation of employment at the University of Florida. **All employees of the university** (faculty; TEAMS/USPS; and all OPS, including general, students, and academic)—that is, anyone who receives a paycheck from the University of Florida—are expected to complete this training and receive University of Florida training compliance certification.

New hires are expected to meet this training compliance requirement within the first 30 days of employment and provide certificate of training completion to appropriate department personnel.