Our development focus for April is about **TEAM(ing)** and the many resources available to help us improve our skills to build a better UA for the future. We have included some suggestions below to encourage your involvement.

- Kick start your professional development with independent online learning through Skillport, ManageElite, EAP, or Academic Impressions.
- Make sure that you are up-to-date with your annual compliance training requirements. All new faculty, staff, and student employees must take mandated compliance training on Child Protection Policy, Harassment, and Hazard Communication. Annual training and/or updates may be required for some topics. The 2017 annual requirements include Harassment Prevention for Employees – Higher Education Edition, UA Harassment Policy & Reporting Channels for Discrimination, Harassment, Sexual Assault or Sexual Violence, and the Part 1: Haven Title IX Training- Understanding Sexual Misconduct 1.0. Additional training may also be assigned based on employment status, work environment, or course enrollment.
- Discover the April “Resources that Work!” Flyer and register for instructor-led sessions to get you **TEAM(ing)**.
- Check out the Featured Series for Spring 2017: [Experience Customer Service from A (Apple) to Z (Zappos)](https://example.com) & [Crucial Conversations](https://example.com).
Have you completed your Title IX Training for 2017?

To begin the course:
Go to mybama.ua.edu and sign on with your myBama user name and password.

1. Select the Employee Tab
2. Locate and select the Haven logo to launch the course player.
3. On the registration page you will be asked for additional information. Once you complete this information:
   a. Select “get started” from the current course screen. This will open the course modules.
   b. Select “begin” to launch the Haven training modules.
      Note: You must complete each module to unlock the next. You may login and out of the course at the end of each module.
4. To log back into your account, always access Haven/EverFi from myBama (mybama.ua.edu) and follow steps 2 and 3.

Note: The Haven Course is broken down into Part 1 and Part 2. Part 1 is a required compliance training course and will take around 45-60 minutes to complete. Part 2 is an optional survey/assessment and will take around 15 minutes to complete. Part 2 will automatically open for access 15 days after you complete Part 1.
Online Learning Systems

Skillport, UA’s Online Learning System for Professional Development

New learning curriculum is released monthly. Login today to see what's new in Skillport!

Skillport Login: https://uahr.skillport.com

Additional Skillport Curriculum Licensing is available for departments to purchase and offers a vast array of online learning options with instant access to thousands of learning assets.

Attention Skillport Business Curriculum License Holders: 242 interactive courses were recently released under the communication, strategic, planning, administrative support, customer service, leadership, management, marketing, personal development, project management, and team building curriculum topics.

Academic Impressions Online Resources Now Available to UA Faculty and Staff

We are excited to announce a new professional development resource available to all UA Faculty and Staff. Upcoming events include FERPA for Advancement, Key Decisions for Decentralized Budgeting Implementation, FERPA for Faculty, Donor Relations for Planned Giving: Improving Events and Impact, Impacting Fundamental Campus Safety Issues & Integrating Career Services Throughout the Student Lifecycle

Log in Information: Your membership provides unlimited access to webcasts, all of which are available through your member dashboard. To get started today:

- Navigate to this website: http://www.academicimpressions.com/_aipro/login.php
- Log in with your own @ua.edu email
- AI Pro Code: AIPRO_B98F78 (everyone at University of Alabama uses the same code)
- For instructions on registering for events as well as access the recorded events, please see our Membership FAQs
- Having trouble logging in, finding a training, or anything else: please email ai-pro@academicimpressions.com or 720-488-6800 (option 2)

Please contact HR Learning and Development at HRLearningandDevelopment@ua.edu or 348-9700 with questions.
EAP Resources

Featured Course:

Appreciating Personality Differences: Why is it that we seem to click with some people and not with others? The ability to identify your own personality style and that of others can increase your effectiveness on the job. This session will discuss a variety of personality styles and strategies for communicating with each type to create a more harmonious work environment. The objectives for this session are to:

- Explore different types of personalities
- Understand individuals in organizations
- Understand stress and conflict
- Understand the role of communication
- Create a collaborative environment

Go to the EAP site, use “UA” as username, then click in Skill Builder Center (right side of page) to get to the online courses.

ManageElite Resources

Featured Course:

Effective Employee Discipline (11 min): At its heart, discipline is meant to make an employee better, which also makes the organization better. And when the problem employee doesn't get better, he or she is removed from the workplace in a professional and legal way, which still makes the organization better. This module will help guide you through what is one of the toughest challenges a manager faces.

Featured ManageElite Monthly Bulletin:

6 Things Employees Want to Hear Most From Their Managers: Do you consider yourself an open-door manager? You know the style: Employees are comfortable coming to you with concerns because you won't shoo them away even though you're pressed for time. So when you swing your door open wide, you're bound to encounter some sticky situations. How you respond to employees in those first moments when they walk through your door says a lot. Say the wrong thing and, instead of building confidence, you can leave a person feeling shattered and alone. So when the moment calls for a deft touch, how do you respond? Here are six things employees want to hear most when they come to you for help.

You can access the ManageElite training site from the Employee tab once you are logged into your myBama account. You will use the username: hrdevelopment@ua.edu and password - Alabama.
We hope to continuously grow and expand online learning resources to meet the needs of employees on campus. If you have any comments, questions, feedback, technology tips, success stories about what you’ve learned, or you just need some help finding the right resources, then click to Spark a Conversation with the HR Learning and Development team.

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