Take time to reflect and learn!

Reflect and review the resources available to you as a UA Employee.

Did you know there are ways to expand your Skillport library of resources, by purchasing an IT, Business, Professional Advantage, or Leadership Advantage license?

Skillport Licensing - Purchasing and Renewal Information:

Now is the time to renew/purchase your licensing for Additional Skillport Curriculum(s) - Business, IT, Leadership Advantage, and/or Professional Advantage - for the contract year that begins January 2016 and ends December 2016.

Skillport, UA's online learning system for professional development provides all UA faculty and staff access to the Desktop Curriculum. 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.

Through Skillport, you have access to one of the most extensive eLearning catalogs in the industry, ensuring the best possible learning experience. Whether solving immediate software or IT needs or building a well-rounded set of business or leadership skills, Skillport is a powerful tool that supports learning in the workplace. You can learn new skills and grow professionally by taking advantage of web-based courses, books, videos and other online learning assets. Expert mentoring, certification prep courses and exams, and blended learning resources are also available with the Desktop, Business or IT licenses.
Take a few minutes, as a refresher, to review the different types of licensing available through Skillport. (Click here, for Skillport Licensing information.) If your department is interested in licensing renewal or purchase for the 2016 contract year, please submit your request for licenses to Heather Hubbard at hhubbard@fa.ua.edu, by December 18, 2015.

### 2016 Contract Year Cost

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skillport Business License Curriculum</td>
<td>$165*</td>
</tr>
<tr>
<td>Skillport IT License Curriculum</td>
<td>$165*</td>
</tr>
<tr>
<td>Skillsoft Professional Advantage Curriculum</td>
<td>$165*</td>
</tr>
<tr>
<td>Skillsoft Leadership Advantage Curriculum</td>
<td>$165*</td>
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*Note: Prices are determined based on the number of licenses we hold as a University and are subject to change based on increases or decreases in requests at the start of the annual contract. The licensing contract for 2016 is for one year only.

### Questions:

Contact HR Learning and Development at HRLearningandDevelopment@ua.edu if you have any questions or to set up a time to meet with a member of the Learning and Development Team.

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Take time to **reflect** and review what you've learned in 2015. Then make plans to participate in our 10 minute challenge in 2016.

**10 Minute Challenge:**
We challenge you to set aside 10 minutes each day for learning and development.
We are excited to announce that the course player in Skillport will be updated in December 2015.

Updated features include:

- Cleaner, more intuitive interface.
- Single line video captions, with adjustable font size.
- Lesson and course tests are in-line with course content in the Table of Contents.
- Enhanced video controls, including playback adjustments, caption sizing, and full screen viewing options.
- Options to retake entire test or only missed questions are presented.

Take a few minutes to view a video tour of the new course experience player. Check it out!

All University employees have free, 24 x 7 access to Skillport’s Desktop curriculum, which covers common desktop applications and skills. See the featured desktop curriculum for ways to get started.

### Featured December Curriculum

#### Desktop Curriculum:

- More Excel Outside the Box: Unbelievable Excel Techniques from Excel MVP (book)
- Adobe Illustrator CC 2014: Rotating and Reflecting (3 minute video)

#### IT Curriculum:

- Getting Started with F# (2 hours and 30 minute course broken down into 9 shorter topics)

#### Business Curriculum:

- Interpersonal Communication: Listening Essentials (1 hour course broken down into 3 shorter topics)

Training Academy online learning system is used to provide required compliance training to University employees and students. All faculty, staff, and student employees must complete training on Child Protection Policy, Hazard Communication, and Harassment. Specific training may also be assigned based on employment status, work environment, or course enrollment. Visit the Compliance Training page for more information about mandatory compliance training.
Featured ManageElite Course

8 Dos and Don'ts of Motivating (19 minute video): Good employees flock to great bosses. What makes a manager a great boss? Effectively challenging employees and motivating them to succeed - for themselves and the company. This module details how to use soft management skills to maximize good people's intrinsic talent.

Featured ManageElite Monthly Bulletin

7 Steps to Bring Out the Best in Your People: When your employees are humming along and doing their best work, more than likely you're humming, too. Unless you're just lucky, it's not an accident. If you're like most of us, you had to work to create that environment. And you have to work even harder to sustain it. To do that takes a well-thought-out plan. Don't have one? Well, here are the seven key components I use.

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.

Featured EAP Course

Maximizing Your Day: Effective Time Management
Does the day seem to fly by and you haven't accomplished a thing on your to-do list? If time management is so easy to accomplish on our own, then why do we all feel overwhelmed? Time management is a learned skill. It requires self-discipline and a desire to become conscious of how you manage your daily activities. This Skill Builder will provide a basic explanation of the time management process as well as a myriad of suggestions to assist you with effectively managing your time.

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.
Reflecting helps us grow too!

We are proud of our 2015 accomplishments and would like to thank you for being a part of this year!

- HR Learning and Development created the Spark Online Learning Resources Website to provide all UA employees with easy, one-stop access to all of their online-learning needs for professional development.
- Skillport was upgraded to Skillport 8.0.
- Skillport moved to single sign-on; you can now use your myBama credentials to login.

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 on the button below to Spark a Conversation with the HR Learning and Development team.