This month HR Learning and Development encourages you to WELCOME in the fall semester by taking advantage of professional development opportunities. Brush up on your desktop skills, take time to refresh your communication and customer service training, and then find some time for a topic of personal interest.

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.

Download the Skillport app today! The Skillport APP allows you to have access to select Skillport curriculum (videos, books and courses) in the palm of your hand.
# Skillport Curriculum Suggestions

## Featured Desktop Curriculum

- [Excel 2016 in Easy Steps](#) *(Book)*
- [Adobe Illustrator CC 2015: Using Tools](#) *(4 minute video)*
- [Designing Effective PowerPoint Presentations](#) *(47 minute course, broken down into 4 shorter sections)*
- Also, check out the [Microsoft Office Specialist (MOS) Desktop Certification training](#) available. Online test prep resources are available for Microsoft Office 2007, Microsoft Office 2010, and Microsoft Office 2013.

## Featured Business Curriculum

- [On-the-Level Communication](#) *(3 minute video)*
- [Be Your Customer’s Hero: Real-World Tips & Techniques for the Service Front Lines](#) *(Book)*
- [Listening Essentials: Improving Your Listening Skills](#) *(1 hour course, broken down into 4 shorter sections)*
- **My Personal Interest Suggestion:** [Lessons from the Mouse: A Guide for Applying Disney World’s Secrets of Success to Your Organization, Your Career, and Your Life](#) *(book)*

## Featured IT Curriculum

- [Comp TIA A+ 220-902: A Practical Approach to Troubleshooting](#) *(1 hour and 58 minute course, broken down into 4 shorter sections)*.
- [Adobe Captivate 9 Fundamentals: Recording Narration](#) *(4 minute video)*
- [Distributed File System in Windows Server 2012 R2](#) *(Job Aid)*
- Maintain A+, Network+, Security+, and CASP professional certifications by earning [continuing education credits through Skillport](#).

### Additional Information

The Training Academy online learning system is used to provide required compliance training to University employees and students. Additional email notifications were added in July 2016. Faculty, staff, and students will now receive a 30 day reminder email as well an overdue notification to help remind them and keep them on track with completing the mandatory compliance training requirements. Visit the [Compliance Training page](#) for more information about mandatory compliance training or log into the [Training Academy system](#) to review your assignments.
**Featured ManageElite Course**

**9 Mistakes New Managers Make** (19 min): Managing isn't easy. And it's even harder without adequate training and preparation. Our study uncovered that 79% of companies either have no training or just informal training for newly promoted managers. This module is designed to help new supervisors acquire the skills they need to succeed and the 9 biggest mistakes most newly promoted managers make.

**Featured ManageElite Monthly Bulletin**

**5 Steps to Delivering Constructive Criticism Effectively**: It’s never easy giving employees bad news about their performance. But as a manager, it’s a crucial part of your job. That’s why being able to deliver good constructive criticism is so essential. Constructive criticism, where a manager sits down with an employee to discuss a performance weakness and suggest ways he or she can improve, is one of the most effective techniques to get struggling workers back on track. It’s meant to improve an area of someone’s work, striking a balance between positive and negative.

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**.

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**EAP Resources**

In addition to providing one-on-one confidential support and training, your Employee Assistance Program also provides online resources such as articles, tips, self-assessment, and skill-building tools.

The EAP Skill Builder Center includes short (15 – 20 minute video) courses on a variety of topics which include a short presentation, brief online quizzes and a printable certificate of completion. 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.
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.

Welcome campus-wide collaboration by Sparking a Conversation with the HR Learning and Development team. 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 Spark a Conversation with the HR Learning and Development team.

Explore your interests. Develop your skills. SPARK your learning and development.