As we kickoff Employee Learning Week 2016, we challenge you to take time to reflect and learn! Reflect, review, and take advantage of the resources available to you as a UA Employee. We have included some online suggestions throughout this newsletter to help you stay informed.

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 2017 and ends December 2017.

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, to review the Licensing available through Skillport. If your department is interested in licensing renewal or purchase for the 2017 contract year, please submit your request and DTA Payment for licensing to Heather Hubbard at hhubbard@fa.ua.edu, by December 16, 2016.
### 2017 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>
</tr>
</tbody>
</table>

*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 2017 is for one year only.

---

What does the **Skillport Licensing Curriculum** give you access to?

#### Desktop Curriculum (free for all faculty and staff)


#### Business Curriculum Resources


#### IT Curriculum Resources

Questions:

Contact Heather Hubbard if you have any questions or to setup trial access to the IT or Business Licensing Curriculum.

Featured December Skillport Curriculum:

**Desktop Curriculum:**
- Microsoft Access 2016 Programming by Example with VBA, XML, and ASP (book)
- Designing Effective PowerPoint Presentations (47 minute video)

**IT Curriculum:**
- Adobe Captivate 9 Fundamentals: Recording Narration (4 minute video)

**Business Curriculum:**
- Be a Better Listener (28 minute course)

The 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 2016 accomplishments and would like to thank you for being a part of this year!

- Over 12,000 professional development learning hours were tracked on this year, including instructor-led and Skillport curriculum.
- Over 550 Videos were accessed through Skillport
- Over 280 books were accessed through Skillport
- We launched the following new courses

Thank you for your time and your commitment to learning!

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

HR Learning and Development
The University of Alabama
G54 Rose Administration Building
office 205-348-9700
HRLearningandDevelopment@ua.edu | http://hrspark.ua.edu