In November HR Learning and Development wants to INFORM you of the many programs, resources and services available to help you achieve success in work and in life. We have included some online learning curriculum suggestions throughout this newsletter to help you stay informed and work towards your goals.

Grow and Develop Professionally with the Additional Skillport Licensing Curriculum

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 2016 contract year, please submit your request for licenses to Heather Hubbard at hhubbard@fa.ua.edu, by November 16, 2016.
2017 Contract Year Cost:

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Annual Cost</th>
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<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>
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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 2017 is for one year only.

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

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


**Business Curriculum Resources**


**IT Curriculum Resources**


Contact Heather Hubbard if you have any questions or to setup trial access to the IT or Business Licensing Curriculum.
Do you supervise student employees?

Skillport can be beneficial to student employees as well. The Skillport Desktop Licensing offers online learning curriculum for Excel, PowerPoint, Access, Microsoft for Mac, Microsoft Office 365, Adobe Captivate, Adobe Dreamweaver, Adobe Photoshop, and more. If you are interested in setting your student employees up with access to the Skillport online learning resources, please contact Heather Hubbard at hhubbard@fa.ua.edu or 348-7256.

Register for the Open Computer Lab Sessions

We will be there to support and guide you!

During the 2016 fall semester we are offering Open Computer Lab Times in computer labs throughout campus. Have you completed all of your 2016 Mandatory Compliance Training? Would you like help navigating through Skillport? Do you need a quiet place to work on online training? If so, then pop-in-to-learn and use the online resources supported by HR Learning and Development, including Training Academy (the online system used for mandatory compliance training) and Skillport (the online system used for professional development). An HR Learning and Development Staff Member will be on hand to help answer questions and guide you with your online learning needs.

The Training Academy online learning system is used to provide required compliance training to University employees and students. Visit the Compliance Training page for more information about mandatory compliance training or log into the Training Academy system to review your assignments.

ManageElite is an online learning system available for our supervisors and managers offering 14 courses which address critical topics that lead to better managers. 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.
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.

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

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