This month HR Learning and Development encourages you to take advantage of online resource. Find balance in your day and make time for professional development opportunities. We have included some online learning curriculum suggestions throughout this newsletter to help you plan and work towards your goals.

Don’t Miss Out on this Exciting Professional Development Opportunity!

HR Learning and Development is excited to have an opportunity to offer a semester of trial access to the additional Skillport Curriculum Licensing. 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.

The trial access is for the 2016 Fall Semester only (through December 31, 2016), then our 2017 contract year will begin in January. Please contact Heather Hubbard if you are interested in trial access to the Skillport Business, Skillport IT Licensing, Skillport Leadership Advantage, or Skillport Professional Advantage Licensing. Visit the Skillport Licensing page to view more information on the different licensing available. Also, stay tuned we will begin promoting additional Skillport licensing in the coming months.
Skillport Curriculum Suggestions

**Featured Desktop Curriculum**
- Outlook for Mac 2011 (Book)
- Google Analytics: Adding Tag Manager Site Support (4 minute video)

**Featured Business Curriculum**
- Leading Effective Meetings 2.0 (Book)
- Understanding Emotional Alignment (2 minute video)

**Featured IT Curriculum**
- Comp TIA A+ 220-902: Networking with the Windows Operating System (1 hour and 32 minute course, broken down 3 shorter sections).
- Technical Performance Metrics (Job Aids)

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**Skillport Course Completion and Feedback Challenge**

Prizes up for Grabs!

We are inviting you to participate in the **Fall Skillport Course Completion and Feedback Challenge**. Complete 1 online course and attend a Vendor Demonstration and Feedback session. Then you will be entered to win door prizes. This will be a great opportunity to learn more about Skillport from a Company Representative, to share your comments and feedback, and to have an opportunity to win some prizes!

**Rules:**
1. Open to all faculty and staff.
2. Complete at least 1 Skillport course.
3. Course must be 30 minutes or longer.
4. Course completion requires you to visit every page and score an 80% or better on the course test.
5. All course topics qualify.
6. Register and attend at least 1 Skillport Demonstration and Feedback session (Register for the Skillport System Demonstration and Feedback Sessions through Skillport).

**How to access Skillport?**
The Skillport site can be accessed at [https://uahr.skillport.com/](https://uahr.skillport.com/)

UA employees login in with the following:
- User Name: myBama user name (ex. jsmith)
- Password: myBama password
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.

Upcoming Open Lab Time Sessions

- Wednesday, October 26th from 9-11am in Morgan Hall Room 203
- Wednesday, October 26th from 11-1pm in Morgan Hall Room 203
- Tuesday, November 1st from 9:30-11:30 in B.B. Comer Room 142
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.

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