This month HR Learning and Development encourages you to take time to establish some professional development goals. Then take your goals and **BUILD** your own personal learning plan. We have included some online learning curriculum suggestions throughout this newsletter to help you plan and work towards your goals.

Build time into your schedule for some upcoming training opportunities.

We will be there to support and guide you!

During the 2016 fall semester we are offering **Open Lab Time** sessions 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**

- Friday, September 16th from 1:30-3:30pm in G54 Rose Administration Building
- Wednesday, October 26th from 9-11am in Morgan Hall Room 203
- Tuesday, November 1st from 9:30-11:30 in B.B. Comer Room 142

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. Visit the [Skillport Licensing page](#) to view more information on the different licensing available. We will begin promoting additional Skillport licensing in the coming months. If you are you interested in **previewing the curriculum** for one or more of the additional Skillport licenses please contact Heather Hubbard to be a part of a special test group.
A Skillport Company Representative will be on campus in early November conducting some special Skillport System Demonstrations sessions. You can register for these Skillport System Demonstrations through Skillport.

**Skillport Curriculum Suggestions**

**Featured Desktop Curriculum**
- Outlook for Mac 2011 (Book)
- Google Analytics: Adding Tag Manager Site Support (4 minute video)
- Working with Adobe Acrobat DC: (52 minute course, broken down into 4 shorter sections)
- New Release Suggestion: Microsoft PowerPoint: Using Slide Masters and Slide Elements to Optimize Impact (59 minute course, broken down into 5 shorter sections)

**Featured Business Curriculum**
- Leading Effective Meetings 2.0 (Book)
- Understanding Emotional Alignment (2 minute video)
- Breakthrough to Yes: Unlocking the Possible within a Culture of Collaboration (book)
- Building a Collaborative Code for Change (SkillBrief)
- New Release Suggestion: Sustaining Six Sigma Improvements (2 hour and 17 minute course, broken down into 3 shorter sections)

**Featured IT Curriculum**
- Comp TIA A+ 220-902: Networking with the Windows Operating System (1 hour and 32 minute course, broken down into 3 shorter sections).
- Technical Performance Metrics (Job Aid)
- Leading Agile Teams (Book)
- New Release Suggestion: AngularJS and ASP.NET MVC 6: Creating an SPA (1 hour and 33 minute course, broken down into 5 shorter sections)

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**Did you know that within Skillport you can create a Learning Plan?**

The Learning Plan within Skillport is a system feature that helps you to build and track your learning and development goals. Register for one of the Introduction to Spark sessions to learn more about creating a learning plan and other features within Skillport.

**Upcoming Introduction to Spark Sessions**
- Monday, September 19th from 3-4:30 in G54 Rose Administration Building
- Tuesday, October 4th from 9-10:30 in G54 Rose Administration Building
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.

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 Monthly Bulletin**

**6 Steps to Problem Solving:** Everybody has problems. That’s why good managers are encouraged to see problems not as hurdles, but as opportunities. You’re told to attack them head on. Thankfully, there is a better way to do that. There is a simple, proven approach to problem-solving. It won’t solve every problem, but it will create a habit of improving on those difficult situations everybody encounters.

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.

**Featured EAP Course**

**Nobody Likes a Bully: Bullying in the Workplace:** Bullying behavior can be recognized and addressed in an empowering, respectful manner. This seminar will examine examples of workplace bullying and the many types of behavior that can be defined as bullying. All involve a misuse of power with the intention to intimidate or put someone down. You'll learn about the impact of bullying on the employee—from an inability to focus or work productively to stress leading to physical ailments. You'll also understand the difference between bullying and appropriate disciplinary action in the workplace. The seminar will conclude with specific actions both you and the employer can take to minimize office bullying. You will have a clear understanding of the kind of behavior that constitutes bullying in the workplace and how to address it.

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