This month HR Learning and Development encourages you to **ASPIRE**. Aspire to grow. Aspire to develop. Aspire to greatness. Aspire to gain knowledge. Aspire to challenge yourself. Direct your energy towards achieving professional development goals, by utilizing the online learning opportunities featured throughout this newsletter.

<table>
<thead>
<tr>
<th>Featured Desktop Curriculum</th>
<th>Featured Business Curriculum Topics</th>
<th>Featured IT Curriculum Topics</th>
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<tbody>
<tr>
<td>• Excel 2016 Formulas (Book)</td>
<td>• Ethics (6 minute video)</td>
<td>• AngularJS and ASP.NET 5 MVC 6: Data Persistence, Validation, and Security (1 hour and 55 minute course, broken down into 5 shorter sections).</td>
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<tr>
<td>• Microsoft Office 2016: Identify New Features in Office 2016 (11 minute video)</td>
<td>• Understanding Ethics and Compliance (SkillBrief)</td>
<td>• Adobe Captivate 9 Fundamentals: Installing E-Learning Assets (1 minute video)</td>
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<tr>
<td>• Adobe InDesign CC Essentials (59 minute course, broken down into 3 shorter sections)</td>
<td>• Workplace Management: Corporate Social Responsibility (1 hour and 26 minute course, broken down into 3 shorter sections)</td>
<td>• Excel 2016 Power Programming with VBA (book)</td>
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<tr>
<td>• Participate in Community collaboration to encourage social learning within the platform.</td>
<td>• Take advantage of the blended learning courses that including presentations, activities, and additional resources.</td>
<td>• The Skillport IT curriculum provides information technology professionals with access to in-depth coverage of today’s relevant technology demands.</td>
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What is Skillport?

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.

What types of licensing curriculum is available through Skillport?

- Desktop Curriculum Licensing
- Business Curriculum Licensing
- IT Curriculum Licensing
- Leadership Advantage Curriculum Licensing
- Professional Advantage Curriculum Licensing

View a complete listing of curriculum available through Skillport.

View a complete listing of books available through Skillport.

We renewed our Skillport licensing contract for 2016 at the beginning of the year, but we still have a limited number of Business and IT licenses available to be purchased at a discounted rate. Please contact Heather Hubbard, for more information.

Are you interested in reviewing the curriculum for one or more of the additional Skillport licenses? If so, please contact Heather Hubbard to setup a 2 week evaluation account.

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.
**Featured ManageElite Course**

**Effective Employee Discipline (11 min):** At its heart, discipline is meant to make an employee better, which also makes the organization better. And when the problem employee doesn’t get better, he or she is removed from the workplace in a professional and legal way, which still makes the organization better. This module will help guide you through what is one of the toughest challenges a manager faces.

**Featured ManageElite Monthly Bulletin**

**6 Communication Skills to Work and Live By:** Communication is at the heart of everything a manager touches- and it’s what separates the average manager from the truly effective one. Here are six essential communication skills you can work on each day. In the end, you’ll be much more effective.

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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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

*Emotional Intelligence for Success:* Learn the benefits of recognizing feelings in yourself and others, managing emotions, and balancing thoughts and feelings. These traits are associated with emotional intelligence and can improve the chances of leading a successful life. This Skill Builder will examine the impact of emotional intelligence at home and at work, as well as brain research on emotions and the battle between the emotional brain and the thinking brain. You will have the opportunity to learn ways to increase your emotional quotient (EQ).

We invite you to be a part of 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.

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