Happy Digital Learning Day!

HR Learning and Development is proud to celebrate Digital Learning Day and to invite your participation! Sponsored by the Alliance for Excellent Education, this day highlights the importance of using technology to strengthen the learning experience. We have included some suggestions below, to encourage your involvement.

- **Attend an Instructor-led Session**: An Introduction to Spark Online Learning is scheduled from today from 9-10:30 in the HR Learning and Development computer lab. [Register for additional instructor-led offerings.](#)
- **Participate in Independent Online Learning**: Everyone that logs into Skillport today and watches a video or completes a short section within a course will be entered into a drawing for prizes. Most videos are around 5-15 minutes long and the courses are broken down into shorter sections that are typically around 3-20 minutes long. See the Skillport sections below for suggestions.
- **Interact through Digital Learning** by signing up for a one-on-one Skillport demonstration. Sessions are scheduled today, throughout the afternoon. [Register for a one-on-one Skillport demonstrations.](#)

Contribute to the conversation!

We invite you to contribute to the conversation, 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.
Take 10 to login and learn!

Contribute to your professional development by taking part in the HR Learning and Development 10 minute challenge. We challenge you to set aside 10 minutes each day for learning and development.

Featured Desktop Curriculum

- The Adobe Dreamweaver CC Workspace (4 minute video that is part of a longer course)
- Skype for Business: Using Sharing Options (6 minute video that is part of a longer course)
- Accessibility and Internationalization in Excel 2013 (10 minute video that is part of a longer course)
- Google Analytics Reports: Creating and Navigating an Account (3 minute video that is part of a longer course)
- Working with Content in OneNote 2013: Performing Calculations (6 minute video that is part of a longer course)

Additional Skillport Licensing

Departments can still purchase additional licensing to access Business and IT courses and resources, including online courses, videos, books, expert mentoring, certification prep courses and exams, and blended learning resources. Please contact Heather Hubbard, for more information.

Featured Business Curriculum

- Adapting Your Conflict Style: Determining the Best Conflict Style for a Situation (5 minute video that is part of a longer course)
- Getting Results without Direct Authority: Overcoming Resistance to Get What You Need (14 minute video that is part of a longer course)
- Strategic Workforce Planning (14 minute video)
- Strategic Planning Process (5 minute video that is part of a longer course)
- The Solution Selling Process: Creating Need-awareness (15 minute video that is part of a longer course)
**Featured IT Curriculum**

- **SQL Server 2008: Using INSERT, UPDATE, and DELETE** (16 minute video that is part of a longer course)
- **WordPress Introduction and Basic Configuration: Installing using the Web Interface** (6 minute video that is part of a longer course)
- **VPN Technologies: Generic Routing Encapsulation** (10 minute video that is part of a longer course)
- **Microsoft Windows 10 End User: Location Directions in Cortana** (4 minute video that is part of a longer course)
- **Oracle Automation Storage Management: ASM Features and Benefits** (6 minute video that is part of a longer course)

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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.

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**Featured ManageElite Course**

**Better Writing Skills for Business** (19 minute video): Strong business writing skills are essential for today's managers. It’s a reflection of you and your organization. What you put down in print can make you or break you. You must quickly express your point and have it hit home to get the results you want. This module will help you fine-tune your writing to make it stronger and clearer.

**Featured ManageElite Monthly Bulletin**

**7 Things Successful Managers Do Every Day**: It’s well recognized that inspired and motivated teams are more productive. This bulletin will identify seven things good managers work at every day to accomplish that goal.

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](mailto: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-assessments, and skill-building tools.

**Featured EAP Course**

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.

*Effective Communication*

The ability to effectively communicate with others is one of the most powerful tools for personal and professional success. Most people are challenged by the many day-to-day interactions with coworkers, family, and friends. Emotion, communication, and conflict are present in all human interactions and affect each of us in different ways. Everyone manages emotion, communication, and conflict from habit—patterns and styles developed early in life and over time. In this Skill Builder you will learn how to more effectively communicate in both personal and work situations. Specifically, by the end of this Skill Builder, you should be able to:

- Explain the importance of effective communication
- Examine listening skills and learn ways to become an effective listener
- Discuss ways to overcome barriers for effective communication
- Raise awareness of personality and individual differences that affect communication
- Develop an awareness of your personality and communication tendencies