COURSE OFFERINGS
www.uvm.edu/develop

Classes adding monthly – please check our website calendar!
As of 8/2/2018

Diversity, Equity & Inclusion
Abenaki Spirituality 101: Learn the Basics and How they Relate to Life at UVM	TBD
Affirmative Recruitment	HRS004
Affirmative Recruiting for Faculty Searches	HRS016
Building Empathy and Addressing Racism (3-session workshop)	DEI038
Disrupting Racism Role Play Workshop	DEI042
Introduction to the Labyrinth: An Opportunity for Relaxation, Reflection & Self-Care	TBD
Privilege & Accountability for Aspiring Allies (4-session workshop)	DEI039
Religious Diversity & Accommodations in the Workplace: What Supervisors should Know	TBD
Seeing and Disrupting Racism	DEI037
Spirituality & Religion on Campus: A Training & Conversation	ICP003
Step UP: Bias-Bystander Intervention Workshop	DEI040
What is Race and Why Does it Matter?	DEI034

Supervision Management and Leadership
Approving Time for Non-Exempt	PSH007
Engaging and Motivating Student Employees through Professional Development Opportunities	STU007
Exploring Identities to Create a Harassment-Free Workplace	DEI041
Federal Work Study Award Management	STU014
JobX & What Happens Next...	STU017
MBTI®: Leading, Managing and Coping with Change	COM043
Onboarding and Successfully Training Student Employees: Creating a Developmental Environment	STU009
Students of Concern	STU010
The Art & Practice of Effective Performance Reviews	SLE037
Supervisory Learning Series: Core Skills for UVM Supervisors
Supervising Today’s Student Employees: Core Skills for UVM Student Employment Supervisors
Training for Academic Business Managers & HR Reps of Employees in the United Academics Contract	LGP009
Workforce Planning & Voluntary Separation	LGP007

Communication and Customer Service
Building Conflict Resolution Skills Level 1	TBD
Conflict Resolution Skills Level 2 and Level 3	TBD
Criticism Can Be Empowering	COM032
MBTI®: Exercise your MBTI® Muscle in Conflict Management	COM040
MBTI®: How to Give and Receive Feedback	COM042
MBTI®: How to Influence People	COM041
MBTI® Workplace Team Solutions	COM038
Preventing and Defusing Anger and Hostility	COM022
StepUP! Think. Care. Act.	COM034

Personal Effectiveness
Campus Sustainability 101: Operations	COM039
Managing Stress and Building Resiliency	COM020
Mindfulness for Everyday Life	COM035
Myers Briggs Type Indicator (MBTI®): Discover Your Type	COM027
On a Rescue Mission: Self-Awareness in Decision-Making	COM036
Retirement Savings Plan Information Session	BEN016
Policy, Procedure and Reporting

Chart of Accounts
Domestic I-9 Training
EthicsPoint: HelpLine Report Handling Training
Federal Work Study Award Management
Fun with Purchasing Contracts: Getting it Right and Getting it Done
How Do I Make This Purchase?
Researching Payables and Invoices
SPA Seminar: Award Acceptance for Sponsored Agreements. Establishment of Advance Accounts
SPA Seminar: Carrying Forward of Funds From One Budget Period to Another & No-Cost Extensions
SPA Seminar: Cost Sharing on Sponsored Projects
SPA Seminar: Essential Regulatory Compliance Topics in Sponsored Project Administration
SPA Seminar: Introduction to Sponsored Project Administration
SPA Seminar: Non-Payroll Cost Transfers to Sponsored Projects
SPA Seminar: Outgoing Subawards
SPA Seminar: Preparation, Review and Submission of Sponsored Project Proposals
SPA Seminar: Sponsored Project Financial Reporting and Closeout
PeopleSoft Financial Reporting
SPA and Outgoing Subawards
Space & Movable Equipment Inventory
Travel Basics
UVM Reporter Training
UVM Retirement & Post-Retirement Benefits
What is Accounts Receivable?

Software Proficiency

Axiom Annual Budgeting & Salary Planning Refresher
Axiom Financial Reports
Axiom Multi-Year Salary Planning
ERS Certification Software Training
Excel 2016 – Basics Part 1
Excel 2016 – Basics Part 2
Excel 2016 – Basics Part 3
Excel 2016 – Formulas Basics
Excel 2016 – Formulas Intermediate Part 1
Excel 2016 – Formulas Intermediate Part 2
Excel 2016 – Intermediate
Excel 2016 – Macros Basics
Excel 2016 – Pivot Tables Basics
Excel 2016 – Pivot Tables Advanced
Financial Management Tools for Sponsored Projects
PeopleAdmin Basic
PeopleAdmin Advanced
PeopleAdmin: Performance Module Basics
PeopleSoft Basics
PeopleSoft Billing & Accounts Receivable 101
PurCard Reallocation Process
Researching Payables and Invoices
SPA Seminar: PeopleSoft Tools and Best Practices for Financial Management of Sponsored Projects
Travel Advanced

How to Register for a Training Session

- Log into PeopleSoft using the Human Resources login www.uvm.edu/~erp/portal
- Click on Main Menu > Self Service > Learning and Development > Request Training Enrollment.
- Search for a class using the course code
- Click View Available Sessions and then click on the Session Number for the date you wish to attend.
- Keep clicking through (Continue, Submit, Yes, OK) until you see the Save Confirmation screen.
- You will receive a PeopleSoft-generated confirmation email; then a second reminder email a few days prior to the session that will include the class location.