◆ 2024 Professional Training & Development Class Schedule ◆

Supervision, Management & Leadership Classes

Basics of the UE Contract	July 10, 1:00 pm - 2:30 pm	August 8, 8:30 am - 10:00 am	September 8, 2:30 pm - 4:00 pm	October 12, 10:00 am - 11:30 am		
Employment Regulation Compliance Training for Supervisors	October 4 10:00 am - 12:30 pm	October 11, 1:00 pm - 3:30 pm	October 26, 9:00 am - 11:30 am	October 30, 1:00 pm - 3:30 pm	November 7, 1:00 pm - 3:30 pm	November 16, 9:00 am - 11:30 am
FMLA & UVM Medical Leaves	March 12, 9:00 am - 10:30 am	September 12, 9:00 am - 10:30 am				
Hiring Temporary Employees	July 12, 1:30 pm - 3:30 pm					
Performance Reviews: The Art & Practice of Effective Reviews (UE and non-union employees)	January 10, 9:00 am-10:30 am	January 18, 1:00 pm- 2:30 pm				
Performance Reviews: The Art & Practice of Effective Reviews (UVMSU and non-union employees)	January 11, 9:00 am-10:30 am	January 24, 1:00 pm- 2:30 pm				

Policy, Procedures & Financial Management

403(b) Retirement Savings Plan: Info Session	June 13, 1:30 pm - 2:30 pm	December 5, 9:00am - 10:00am				
Basics of Accounting	February 22, 9:00am - 10:30am					
Chart of Accounts	February 6, 10:00am - 11:30am					
Domestic I-9 Training	January 24, 9:00am - 10:30am	May 24, 9:00am -10:30am	August 9, 9:00am – 10:30am	November 7, 9:00am - 10:30am		
ERS Certification Software Training	August 31, 10:00 am - 12:00 pm					

Ready, Set, Retire: Post-Retirement Medical Benefits Eligibility	March 6, 1:30 pm - 3:00 pm	June 21, 9:00 am - 10:30 am	September 28, 9:30 am - 11:00 am	December 12, 8:30 am - 10:00 am		
UVM Reporter Training	January 29, 10:30 am - 12:00 pm	February 23, 1:30 pm - 3:00 pm	October 17, 1:30 pm - 3:00 pm	October 30, 10:30 am - 12:00 pm	November 16 2:30 pm - 4:00 pm	December 14, 9:00 am - 10:30 am

Diversity, Equity & Inclusion

Affirmative Recruiting	March 27, 1:30 pm - 3:00 pm	November 16, 9:00 am - 10:30 am				

Software Proficiency

Axiom: Annual Budgeting & Salary Planning Refresher	April 17, 9:30 am - 11:30 am					
Basics of PeopleSoft Budgeting	March 20, 10:00 am – 12:00 pm					
Axiom: Financial Reports	January 10, 9:30 am - 11:30 am	September 7, 9:30 am - 11:30 am				
PeopleAdmin: Basic	April 11, 9:00 am - 11:30 am	October 24, 1:30 pm - 4:00 pm				

Sponsored Project Administration

Award Acceptance for Sponsored Agreements & Establishment of Advance Accounts	April 10, 9:30 am - 11:00 am					
Accepting and Managing International Agreements	March 27, 9:30 am – 11:00 am					
Budget Building for Proposal Development	October 31, 9:00 am - 10:30 am					
Cost Transfers on Sponsored Projects	November 28, 1:00 pm - 2:30 pm					

Introduction to Sponsored Project Administration	September 29, 2:30 pm - 4:00 pm					
Part 1: Personnel Effort on Sponsored Project Proposals	February 28, 10:00 am - 11:30 am					
PeopleSoft Tools and Best Practices for Financial Management of Sponsored Projects	March 6, 9:30 am - 11:00 am					
Part 2: Managing Effort on Sponsored Projects	May 29 9:00 am - 10:30 am					
Proposal Submission to NIH in UVMClick	May 29, 9:00 am - 10:30 am					
Proposal Submission to National Science Foundation	November 30, 9:00 am - 10:30 am					
Reviewing and Understanding Sponsored Agreements	November 15, 1:30 pm - 3:00 pm					
SPA & Outgoing Sub-Awards	May 22, 1:30 pm - 3:00 pm					
Sponsored Billing (SPA)	February 21, 10:00 am - 11:30 am					
Sponsored Project Financial Reporting and Closeout	April 25, 9:00 am - 10:30 am					
UVMClick New Proposal Creation and Completion of Funding Proposal Smartforms	September 27 9:00 am - 10:30 am					

Please Note: As more classes are scheduled, they will be added to the website. Please check back, or contact us at develop@uvm.edu, or contact us directly by phone, 802-656-3150.