



## CLASSES AT-A-GLANCE: SUMMER 2022, FALL 2022 & SPRING 2023

Website: [www.uvm.edu/develop](http://www.uvm.edu/develop)

Email: [develop@uvm.edu](mailto:develop@uvm.edu)

updated 11/15/2022.

CLICK ON CATEGORY HEADERS TO VIEW DESCRIPTIONS, PREREQUISITES & COURSE CODES

All classes are MS Teams unless otherwise noted

### Supervision, Management & Leadership

<b>Basics of the UE Contract</b>	July 26th 8:30 - 10am	August 3rd 1 - 2:30pm	August 11th 2:30-4pm Cancelled	Sept 8th 1:30 - 3 pm		
<b>Best Practices for Supervisors in a Remote Environment</b>	July 19th 10 - 11:30am	Nov 10th 1 - 2:30 pm	March 28th 2 - 3:30 pm			
<b>FMLA &amp; UVM Medical Leaves</b>	Oct 20th 9 - 10:30am	April 12th 10:30am - noon				
<b>Having Difficult Conversations with Employees</b>	Aug 17th 9:30-11am	Dec 15th 1 - 2:30 pm				
<b>HR 101 for Managers: A Practical Guide to Fair and Legal Supervision</b>	Oct 25 9 - 10:30 am					
<b>In a Nutshell: Labor Relations for Supervisors</b>	July 27th 1:30-3pm					
<b>Performance Reviews: The Art &amp; Practice of Effective Reviews</b>	TBD					

<b>Supervising Exempt and Non-Exempt Employees</b>	Dec 13th 10 - 11 am	Feb 28th 2 - 3 pm	May 30th 9 - 10 am			
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**Policy, Procedures & Financial Management**

<b>Chart of Accounts</b>	TBD					
<b>Domestic I-9 Training</b>	Aug 11th 10 - 11:30 am	Jan 10th 9 - 10:30 am	May 4th 2 - 3:30 pm	August 9 (2023) 9 - 10:30am		
<b>ERS Certification Software Training</b>	Aug 31st 9 - 11 am					
<b>Graduate ePARs – Core Practices and Standards</b>	TBD					
<b>Ready, Set, Retire: Post-Retirement Medical Benefits Eligibility</b>	Sept 29th 9:30 - 11 am	Dec 6th 1:30 - 3 pm	March 30 1:30 - 3 pm	June 21st 9 - 10:30 am		
<b>Retirement Savings Plan: Info Session</b>	Dec 8th 9:30 - 10:30am	June 8th 10 - 11 am				
<b>Space Inventory FY2022-FAMIS</b>	TBD					
<b>UVM Reporter Training</b>	Nov 21st 10 - 11:30 am	Dec 14th 10:30 am - 12 pm	Jan 9th 10:30 am - 12 pm	Feb 8th 2 - 3:30 pm	Mar 16th 10 - 11:30 am	Apr 17 1:30 - 3 pm

**Professional Effectiveness**

<b>Burnout is Real: How to Take Action to Protect Yourself and Your Job</b>	Aug 24th 10 - 11 am					
<b>Campus Sustainability Series: Planning for a Changing Climate at UVM</b>	Dec 15th 10 - 11 am					
<b>Campus Sustainability Series: Investing With Your Values</b>	Dec 9 12 - 1:30pm					
<b>Campus Sustainability Series: Let's Be Intersectional Environmentalists</b>	Sept 29 10 - 11 am					
<b>Campus Sustainability Series: Materials Management and Zero Waste</b>	Dec 1 10 - 11 am					
<b>Campus Sustainability Series: Transportation Options and Impacts on our Climate</b>	Nov 10 10 - 11 am					
<b>Campus Sustainability Series: Understanding Our Food System</b>	Oct 27 10 - 11 am					
<b>Radical Self Care</b>	March 22nd 10 - 11:30 am					

**Communication & Customer Service**

<b>Defusing Anger and Hostility</b>	July 20th 10 - 11 am					
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**Diversity, Equity & Inclusion**

<b>Affirmative Recruiting</b>	Sep 22nd 10 - 11:30am	May 10th 1:30 - 3 pm				
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**Software Proficiency**

<b>Axiom: Annual Budgeting &amp; Salary Planning Refresher</b>	TBD					
<b>Axiom: Financial Reports</b>	Oct 27th 9:30 - 11:30 am	Jan 11th 1:30 - 3:30 pm				
<b>Effort Verification on Sponsored Projects: PI Portal Commitments</b>	TBD					
<b>PeopleAdmin: Basic</b>	Oct 6th 9 - 11:30am	April 11th 1:30 - 4pm				
<b>PeopleSoft: Basics</b>	Oct 12th 9 - 10:30 am	March 15th 1:30 - 3 pm				
<b>PeopleSoft Financial Reporting #1</b>	Feb 1st 1:30 - 3 pm					
<b>PeopleSoft Financial Reporting #2</b>	March 14th 1:30 - 3:30pm					
<b>PeopleSoft Tips and Personalizations</b>	Oct 26th 9 - 10:30 am	March 29th 1:30 - 3 pm				

**Sponsored Project Administration**

<b>Award Acceptance for Sponsored Agreements &amp; Establishment of Advance Accounts</b>	March 28th 9:30 - 11am					
<b>Budget Building for Proposal Development</b>	Oct 14th 2 pm to 3:30 pm					
<b>Cost Sharing on Sponsored Projects</b>	Jan 18th 9 - 10:30am					
<b>Cost Transfers on Sponsored Projects</b>	Nov 16th 1 pm to 2:30 pm					
<b>Introduction to Sponsored Project Administration</b>	Oct 4th 1 - 2:30 pm					
<b>Personnel Effort on Sponsored Projects</b>	Feb 14th 9 - 10:30 am					
<b>Proposal Submission to NIH in UVMClcik</b>	May 24th 9 am to 10:30 am					
<b>Proposal Submission to National Science Foundation</b>	April 19th 9 - 10:30 am					
<b>Reviewing and Understanding Sponsored Agreements</b>	Nov 9th 10 - 11:30 am					

<b>SPA &amp; Outgoing Sub-Awards</b>	May 10th 9 am to 10:30 am					
<b>SPA Post Award Budget Review, Expense Monitoring &amp; Forecasting</b>	May 31st 1:30 to 3 pm					
<b>Sponsored Project Financial Reporting and Closeout</b>	April 27 1:30 - 3 pm					
<b>UVMClick New Proposal Creation and Completion of Funding Proposal Smartforms</b>	Sept 21st 9 am to 10:30 am					
<b>END</b>						