



# Training Opportunities

## PROFESSIONAL DEVELOPMENT

# Coursera

### Online Training through Coursera - Now Available to UVA Employees

Coursera, an online training resource that features open classes taught by university faculty and staff, is now available to UVA employees! UVA's Coursera courses are taught by UVA faculty and instructors based on their on-campus courses and scholarly work. The site also features an option to save and send certificates you receive for courses completed!

1

Navigate to <https://online.virginia.edu/coursera-for-uva>

2

Click on the "Go To Coursera for UVA" heading in the middle of the page

3

Sign in to Coursera using your Netbadge credentials and DUO authentication

4

Browse the course catalog for classes of interest!



#### ONLINE LEARNING

HOME ABOUT OPEN EDUCATIONAL RESOURCES COURSERA FOR UVA FACULTY RESOURCES STUDENT RESOURCES

HOME / COURSERA FOR UVA

### Coursera for UVA



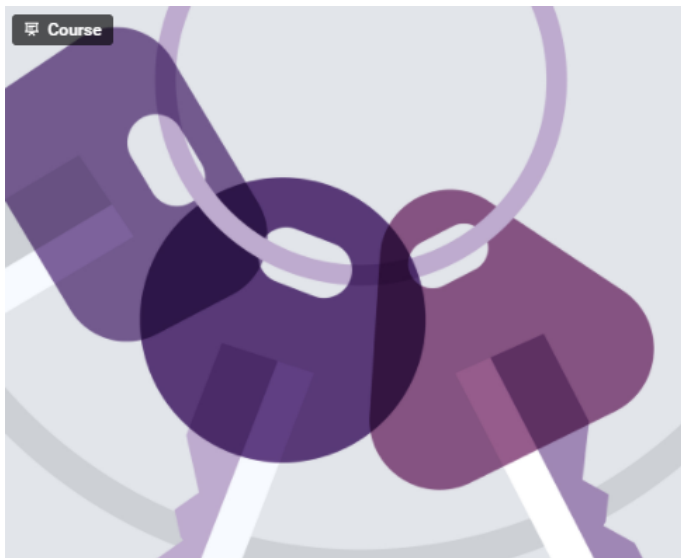
#### UVA STUDENTS, STAFF AND FACULTY HAVE FREE ACCESS TO UVA'S COURSERA COURSES

Coursera for UVA gives university students, staff and faculty free access to UVA's content on Coursera. Courses are available online and can be accessed anytime and anywhere. Download the Coursera app for **Android** or **iOS** to download materials and take courses with you on your mobile device. Login to this service with your NetBadge credentials using your Virginia email address. Learn new skills, explore courses, or advance your career. When you successfully complete a course, you can earn a Coursera certificate to share on LinkedIn or your resume.

#### CREATED AT UVA BY UVA FACULTY

UVA's Coursera courses are taught by UVA faculty and instructors based on their on-campus courses and scholarly work. They are developed at the University using best practices in online course design to create engaging, effective learning experiences.

**Go To Coursera for UVA**



[CLICK IMAGE TO ENROLL](#)

## Why Generalists Succeed and How to Learn Like One

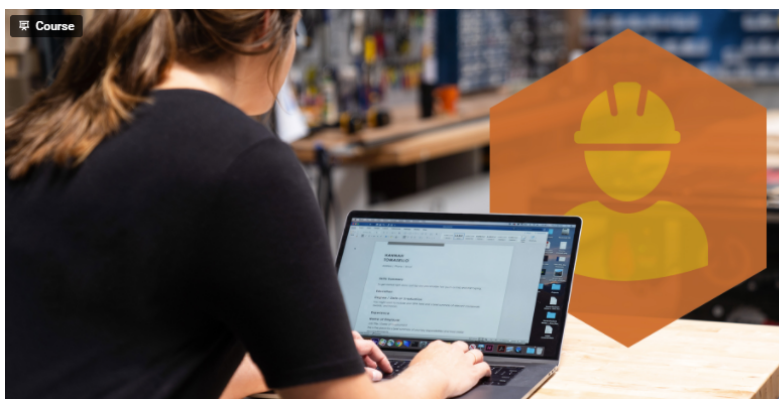
Generalists—jacks of all trades—get a bad rap. However, they possess a unique intersection of skills that can create new playing fields without competition from established masters. Being a generalist can also help you create innovative solutions and see problems from a clearer perspective. This session introduces an alternative approach, focused on interleaving varied concepts and also provides pro tips for breaking through your learning plateaus and developing your ability to make broader connections.

## Project Management Foundations

Project management can be used to guide small, simple projects as well as complex enterprise-wide initiatives. This course will explain the fundamentals of project management, from establishing project goals and objectives and building a project plan to managing resources and work, meeting deadlines, and closing the project.



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## Skilled Trades: Resumes and Portfolios

In this course, Bridget Quinn—an electrical industry veteran with 20 years of experience—goes over the different components of a skilled trades portfolio, as well as how to create one that effectively highlights all that you have to offer. Learn how to craft a stellar cover letter and resume, and highlight other items you might want to add to your portfolio. To wrap up, learn practical ways you can build your experience and qualifications.

# LEADERSHIP CONNECTION

## Decision-Making in Complex Times Workshop

Learn what high-leverage questions can do to create more impactful solutions. You will take away powerful questions and tips for decision-making that you can use immediately. Remember that leaders don't have to know all the answers, but they do need to know the right questions to ask.



Organizational Excellence

**CLICK IMAGE TO REGISTER**  
**SESSION DATE: 9/29**



2017-2018

## Cultivating a Spirit of Resilience for Equity Leadership

The purpose of this session is to reframe the work of higher education professionals engaged in social justice and reimagine the role of mentor. Attendees will have a clearer idea of the interpersonal resources they need to cultivate a resilient spirit in the face of the never-ending whirlwind that faces higher education professionals dedicated to social justice.

**CLICK IMAGE TO ENROLL**

## Developing Adaptability as a Manager

The business world is changing faster than ever, with digital transformation and disruption everywhere. Being adaptable is a foundational skill for managers, which enables them to respond to change in positive, resilient ways and seize new opportunities. Learn how to monitor for change in order to better prepare for it, hone your skills, and create a more adaptable team that is innovative and responsive to change.



**CLICK IMAGE TO ENROLL**

# DIVERSITY, EQUITY & INCLUSION

## Out and Proud: Approaching LGBT Issues in the Work

In this course, instructor Jacqui Lloyd lays out why diversity and inclusion matters for businesses, how professionals who identify as LGBT can feel more confident about coming out at work, and how allies can help create a more inclusive work environment.

Also, learn why, regardless of your sexual orientation, it's important to be aware of the role you can play as an ally in supporting your LGBT colleagues.



[CLICK IMAGE TO ENROLL](#)

## *Exploring the Intersections of Strengths, Social Identity, & Social Context: Using Clifton Strengths to Engage Conversations about Difference*

**Daniel Almeida, PhD**

Assistant Professor & Coordinator  
Higher Education Counseling/Student Affairs  
Cal Poly, San Luis Obispo  
Gallup-Certified Strengths Coach  
Certified Diversity & Inclusion Trainer

## The Intersection of Strengths and Social Identity

This session will engage participants in a discussion to unpack concepts of privilege and oppression and explore how our experiences of privilege and oppression have empowered or constrained our development and use of our natural talents using The Clifton Strengths Assessment.

[CLICK IMAGE TO ENROLL](#)

## Creating Accessible Documents in Microsoft Office

This course shows how to make accessible Office documents in Word, PowerPoint, and Excel. Accessibility expert Glenna Shaw goes through the essential steps of creating documents that are accessible to all—those using assistive technology and those not—while also describing what it's like for those with visual, hearing, or movement impairments to experience regular files and presentations.



[CLICK IMAGE TO ENROLL](#)

# OCCUPATIONAL HEALTH & SAFETY



Occupational Health and Safety

## Trainings Continue through Zoom and Workday Learning

To help stop the spread of COVID-19 via physical distancing, OHS is exploring new options to deliver safety training, as in-person sessions and gatherings are discouraged. OHS continues to work with Occupational Training to move select training classes to virtual & online sessions using platforms like Zoom & learning modules through Workday and streamline the record-keeping process.

### Look for the following classes on Zoom AND coming soon in Workday:

- Bloodborne Pathogens
- Hearing Conservation
- Respiratory Protection
- Electrical Safety
- First Aid/CPR/AED
- Lockout Tagout (LOTO)
- Powered Air Purifying Respirator (PAPR)
- Filtering Facepiece Respirator

**Stay Tuned! More classes will continue to be added.**

## ONBOARDING

### FM Onboarding SharePoint Form v5.0

The new version of the FM Onboarding SharePoint form will be available in October 2020.

#### • New features include:

- Simplified formatting
- Shorter form
- Access to necessary forms for services
- Direct submission of forms to the FM areas that oversee them
- Transaction receipt for supervisors



FM ONBOARDING

**Stay tuned for more information on v5.0 rollout!**

# LEARN SOMETHING NEW



"Joyful education," or the act of **learning new skills for the sake of learning**, has been shown to have significant impacts on things like our learning speed, how we make connections between skill areas, how we adapt to change, and even our brain health! [Check out this section every month for interesting educational finds that are purely for fun and entertainment.](#)

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## September Word Search

Find the key words from this month's issue in the word search!

- COURSERA
- BERNIE BEE
- LGBT ALLY
- ACCESSIBLE
- SIMPLE FORMAT
- LOTO
- GENERALISTS
- PORTFOLIO
- RESILIENCE
- ADAPTABILITY



## 5 Day Drawing Challenge: Different Ways to Draw

Drawing is for everyone. It just takes practice! Exercise your drawing skills and become better at seeing and capturing the world around you with Von Glitschka's 5-day drawing challenges. This installment asks you to consider different ways of drawing: from thinking "renewably" to getting surrealistic.