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Subject: Professional Development During Online Operations
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Dear All,

For many of us at UHD, the COVID-19 outbreak has brought unexpected challenges to how we operate as employees and managers, but along with those challenges have come opportunities for growth and improvement. One of those opportunities is in the form of professional development.

Professional development is an essential part of remaining a competent, up-to-date and relevant professional. However, it's often difficult to find the time to incorporate meaningful and relevant professional development into our busy work schedules.

UHD's move to online operations has opened up many professional development opportunities as well as the time to engage in them more than ever before. Therefore, I strongly encourage you use this remote work opportunity to engage in professional development activities that boost your skills, re-energize you professionally and spark your creativity.

If you are a manager, I encourage you to not only enhance your own professional development but also work with your employees to ensure they can take advantage of the many enriching opportunities afforded during this time, including free virtual learning activities offered by ESO, UHD IT, LinkedIn Learning and various other professional organizations.

ESO and IT Spring/Summer Offerings

ESO/IT Learning Opportunities	Date	Time
Zoom	April 14	2-3 p.m.
Emotional Intelligence	April 22	10-11 a.m.
MS Teams	April 29	2-3 p.m.
Zoom	May 7	9-10 a.m.
Effective Communication	May 13	10-11 a.m.
MS Teams	May 18	9-10 a.m.
Conflict Resolution	May 27	10-11 a.m.
Zoom	June 10	2-3 p.m.
The 7 Habits of Highly Effective People (Part 1)	June 12	10-11 a.m.
MS Teams	June 12	10-11 a.m.
The 7 Habits of Highly Effective People (Part 2)	June 26	10-11 a.m.

To learn more about a session or to register, press and hold the Ctrl key while clicking on the title that interests you or login to [My TalentSpace](#) and search for the name of the course under the Learning Library.

LinkedIn Learning

In addition to the opportunities listed, all UHD employees, including student workers, have free access to more than 10,000 free, on-demand courses through [LinkedIn Learning](#).

These highly valuable courses support the development of skills and competencies in areas such as oral and written communication, customer service and critical thinking. LinkedIn Learning also provides a vast array of training on computer programs and software from Microsoft, Adobe and many other companies.

ESO's Talent Development Team has developed several Learning Collections to help you upskill using LinkedIn Learning. To access the collections, click on the title to the collection that interests you or log in to LinkedIn Learning, click "browse" at the top center of your screen, select "My Org" and "See All," then click "Learning Collections" from the left menu.

[UHD Administrative Professional Learning Collection \(8 hours\)](#)

- Administrative Professionals Foundations
- Outlook Essential Training (Office 365)
- Excel Essential Training (O365)
- Communicating with Diplomacy and Tact
- Accounting Foundations: Bookkeeping

[UHD Support Staff Learning Collection \(9 hours\)](#)

- Customer Service Foundations
- Business Etiquette: Phone, Email and Text
- Tips for Writing Business Emails
- Teamwork Foundations
- Being Positive at Work
- Problem Solving Techniques
- Critical Thinking
- Giving and Receiving Feedback
- Productivity Tips: Finding your Productive Mindset

[UHD Manager Essentials Learning Collection \(8 hours\)](#)

- Management Foundations
- Coaching Skills for Leaders and Managers
- Leading at a Distance
- Conflict Resolution Foundations
- Managing a Diverse Team
- Building Your Team
- Motivating and Engaging Employees
- Leading with Emotional Intelligence
- Improving Your Listening Skills
- Onboarding New Hires as a Manager

[UHD Student Employee Learning Collection \(8 hours\)](#)

- Customer Service Foundations

Business Etiquette: Phone, Email and Text

- Tips for Writing Business Emails
- Teamwork Foundations
- Being Positive at Work
- Problem Solving Techniques
- Critical Thinking
- Productivity Tips: Finding your Productive Mindset

Remote Work: Productively Working from Home Collection (6.5 hours)

- Time Management Fundamentals
- Productivity Tips: Finding Your Productive Mindset
- Leading Virtual Meetings
- Learning Zoom
- Executive Presence on Video Conference Calls

Performance Evaluation Professional Goals

As part of your recent Annual Performance Evaluation, you were assigned professional development goals for completion in 2020. Now is a great time to complete those goals. Within the next couple of days, you will receive an email from ESO's Talent Management Team (TM) with a list of your supervisor-assigned professional development goals from your last performance evaluation. Please use the list to guide you with prioritizing your professional development trainings.

At UHD, we value you and encourage you to grow professionally. If you have any questions about UHD's professional development learning opportunities, please feel free to reach out to our Talent Development Team at TD@uhd.edu. They are happy to help you.

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