2024 Summer Leadership Development

UTSA Employee Success Center

In-Person and Virtual Leveled Leadership Classes

Leading others is a rewarding responsibility. UTSA Talent Management offers an array of leadership training opportunities to enhance your knowledge and skills.

Each course is designed to target professional growth in key skill areas. Visit Leveled Leadership Courses by Skill to learn more.

June 12 ..... Strategic Thinking (Level 2)

June 13 ..... Difficult Conversations for Leaders (Level 2)

June 18 ..... Strategic Planning (Level 3)

June 27 ..... Change Management (Level 2)

July 10 ..... Leading a Multigenerational Team (Level 3)

July 18 ..... Emotional Intelligence for Leaders (Level 2)

July 24 ..... Project Development for People Success (Level 3)

August 20 ..... Professional Boundaries (Level 1)

**See a topic you think might benefit your team? Reach out to your HR Business Partner or Talent Management directly to find out how we can customize any of our offerings to meet your team's needs!

Online Learning & Resources

These are online, on-demand courses that can be completed independently, on your own schedule.

Time Management for Managers (MyTraining)

Change Management Foundations (LinkedIn Learning)

2024 Summer Bite-Sized Learning Opportunities for Leaders

UTSA Employee Success Center

Monthly Leadership Huddles

Join other UTSA leaders to learn and interact during these 1 hour, bite-sized learning opportunities based on trending topics for all levels of leadership.

May 29 ..... Employee Relations

June 26 ..... Facilitating Effective and Productive Team Meetings

July 31 ..... Supporting Employees: FMLA and ADA Essentials

August 28 ..... Resolving Conflict

Leadership Huddles are recorded and accessible through MyTraining.
Below is a list of previous topics covered.

- Effective Employee 1:1 Meetings
- Difficult Conversations
- From Colleague to Supervisor
- Leading Through Change
- Employee Recognition
- Leading a Hybrid or Remote Team
- Employee Engagement/ Individual Development Plans
- Meet People Excellence
- Inspiring Professional Growth
- Supervising Student Employees
- Stay Interviews
- Leading for Wellbeing

**See a topic you think might benefit your team? Reach out to your HR Business Partner or Talent Management directly to find out how we can customize any of our offerings to meet your team's needs!

Bird Bytes

SMALL BITES, BIG IMPACT

During these **15-minute monthly micro-learning sessions** for leaders, you will learn tools and strategies that can be quickly implemented to create a positive working environment.

June 10 ..... Reconnect to Purpose

July 8 ..... Employee Autonomy

August 12 ..... Connect and Have Fun

September ..... Be the Model

To Register:

Click on the class name.
You will be prompted to log in to MyTraining with your UTSA ID and passphrase.
This will take you to the enrollment page for the class you selected.

2024 Summer Training & Events

UTSA Employee Success Center

Professional Development Course

This course is designed for UTSA employees to assist them in creating a personal plan to set and reach career goals.

August 6 ..... Creating Your Individual Development Plan

Heartsaver First Aid, CPR and AED

This American Heart Association (AHA) course is a video-based, instructor-led class that teaches participants critical skills needed to respond to and manage an emergency until emergency medical services arrives. This course trains participants to provide first aid, CPR, and use an automated external defibrillator (AED) in a safe, timely, and effective manner. Upon successful completion of the course, students receive a course completion card, valid for two years.

June 3 ..... Heartsaver First Aid, CPR and AED

June 5 ..... Heartsaver First Aid, CPR and AED

June 6 ..... Heartsaver First Aid, CPR and AED

July 31 ..... Heartsaver First Aid, CPR and AED

August 30 ..... Heartsaver First Aid, CPR and AED

Virtual Benefits Fair & Annual Enrollment

Annual enrollment for 2024-2024 is is July 15-31, and we're here to walk you through your election options. During this time, you may change your group insurance benefit elections and add, update or remove eligible dependents from coverage. Please stay tuned for more information information regarding these two important events.

July 7 - 10 ..... Virtual Benefits Fair

July 15 - 31 ..... Annual Enrollment

Coming Soon

Corebridge Financial Seminars

During the Fall Semester 2024, Corebridge wiil be offering financial seminars on a variety of topics.

To Register:

Click on the class name.
You will be prompted to log in to MyTraining with your UTSA ID and passphrase.
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Performance Management Training: Phase 3

UTSA Employee Success Center

Performance Management Overview 2024

This course is designed for new hires, new supervisors and any staff members needing a refresher on the Performance Management Process. The following topics will be covered:

- Overview of the Performance Management Process
- General Scenarios

June 25 ..... Performance Management Overview 2024

July 17 ..... Performance Management Overview 2024

August 13 ..... Performance Management Overview 2024

Performance Management Phase 3: Self Evaluation 2024

This course is designed for all staff members who have been assigned a Performance Evaluation and will focus on completing the Self-Evaluation portion. During the training, the following topics will be covered:

- Review of rating descriptors
- Aligning performance with rating descriptors
- Comments and attachments

July 9..... Performance Management Phase 3: Self Evaluation 2024

July 24 ..... Performance Management Phase 3: Self Evaluation 2024

July 29..... Performance Management Phase 3: Self Evaluation 2024

August 7..... Performance Managemnt Phase 3: Self-Evaluation 2024

Performance Management Phase 3: Manager Evaluation 2024

This course is designed for supervising managers who complete Manager Evaluations for staff Performance Evaluations. During this training, the following topics will be covered:

- Review of rating descriptors
- Aligning employee performance with rating descriptors
- Comments and attachments

August 6 ..... Performance Management Phase 3: Manager Training 2024

August 15 ..... Performance Management Phase 3: Manager Training 2024

August 21 ..... Performance Management Phase 3: Manager Training 2024

To Register:

Click on the class name.
You will be prompted to log in to MyTraining with your UTSA ID and passphrase.
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2024 Summer Professional Development Offered through Deer Oaks EAP

Deer Oaks partners with UTSA as an Employee Assistance Program (EAP) provider as well as a resource for skill development through online training.

June 5 ..... Four Steps to Maximizing Your Potential

June 20 ..... Emotional Intelligence at Work

July 2 ..... Successful Approaches to Difficult Conversations

July 17 ..... The Keys to Great Employee-Supervisor Communication

August 7 ..... How to Take More Initiative in Your Work

August 21 ..... Leadership Skills for Non-Supervisory Staff Members

Learn More About UTSA's Employee Assistance Program (EAP)

The Deer Oaks Employee Assistance Program (EAP) is a **free service** for UTSA benefits-eligible employees and their dependents. The EAP offers a wide variety of services designed to assist in resolving work or life issues, enabling employees to live more balanced lives.

Services are completely confidential and can be easily accessed by calling the toll-free helpline (1-888-993-7650).

Deer Oaks services are available 24 hours a day, seven days per week.

A sampling of services provided:

- Assessment and Counseling
- Tele-language Services
- Advantage Legal Assist
- Advantage Financial Assist
- Identity Protection and Recovery
- Work/Life Services
- Find-Now Child and Elder Care Program
- Health and Wellbeing
- iConnectYou App

Visit UTSA People Excellence | Employee Assistance Program to learn more.

To Register:

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