



2024 Spring Semester Leadership Development In-Person Classes

Leadership Foundations (Level 1)

These courses build broad understandings related to communication, performance management, building teams and creating a positive work environment.



- March 20 [Managing the Performance Management Process](#)
- April 9 [Setting Team Mission and Vision](#)
- May 8 [Professional Boundaries](#)
- May 23 [Communications](#)

Leadership Foundations PLUS (Level 2)

These courses are an extension of the Leadership Foundations courses with a deeper focus on specific topics related to communication, performance management, building teams and creating a positive work environment.



- April 3 [Change Management](#)
- April 23 [Supervising Others](#)
- April 30 [Delivering Constructive Feedback](#)
- May 16 [Emotional Intelligence for Leaders](#)
- June 12 [Strategic Thinking](#)
- June 13 [Difficult Conversations for Leaders](#)

Enhanced Leadership: Beyond the Basics (Level 3)

These courses allow leaders to apply existing knowledge and skills while learning new skills to achieve higher productivity while building and retaining strong teams.



- March 6 [Change Management: Project Development for People Success](#)
- March 26 [Leading a Multigenerational Team](#)
- May 15 [Creating and Leading a Community of Trust](#)
- June 18 [Strategic Planning](#)

Visit [Leveled Leadership Courses by Skill](#) to learn more.

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 Spring Semester Leadership Development Virtual Classes

Leadership Foundations (Level 1)

These courses build broad understandings related to communication, performance management, building teams and creating a positive work environment.



- April 17 [Building Teams](#)
- April 25 [Professional Boundaries](#)

Leadership Foundations PLUS (Level 2)

These courses are an extension of the Leadership Foundations courses with a deeper focus on specific topics related to communication, performance management, building teams and creating a positive work environment.



- March 21 [Difficult Conversations for Leaders](#)
- April 16 [Managing Hybrid and Remote Teams](#)
- June 27..... [Change Management](#)

Enhanced Leadership: Beyond the Basics (Level 3)

These courses allow leaders to apply existing knowledge and skills while learning new skills to achieve higher productivity while building and retaining strong teams.



- March 7 [Strategies for Employee Growth and Performance](#)
- April 10 [Change Management: Project Development for People Success](#)
- May 22 [Leading a Multigenerational Team](#)

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2024 Spring Semester Leadership Development Bite-Sized Virtual Opportunities

Monthly Leadership Huddles

These are 1 hour, bite-sized learning opportunities based on trending topics for all levels of leadership.

- March 27 [Leadership Huddle: Conflict Resolution](#)
- April 24 [Leadership Huddle: Leading with Empathy](#)
- May 29 [Leadership Huddle: Employee Relations](#)



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.

Sessions will be held on the second Monday of each month at 8:30 am. **Click on the dates to register.**

[February 12](#) [March 11](#)

Mark your calendar for the following dates. Links will be coming soon!

[April 8](#) [May 13](#) [June 10](#)

Online Leadership Learning & Resources

- [Time Management for Managers \(MyTraining\)](#)
- [Leadership Toolkit \(A reference resource for UTSA Leaders\)](#)
- [Change Management Foundations \(LinkedIn Learning\)](#)

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2024 Spring Semester Professional Development Performance Management

Performance management is the **ongoing process** of creating and maintaining a productive and efficient work environment where employees can fulfill their full potential. It **encourages communication between the manager and employee throughout the year**. As a part of the process, Talent Management offers a variety of training and resources. Visit the [Performance Management](#) website for more information.

Performance Management 2024: Mid-year Check In Overview

Learn aspects of UTSA’s performance management, including goals, core values, and competencies. Walk through Mid-Year Check In process and learn how to use PeopleSoft Performance to record progress.



March 5 [Performance Management 2024: Mid-Year Check In Overview](#)

March 28 [Performance Management 2024: Mid-Year Check In Overview](#)

Mastering the Mid-Year Check In Meeting 2024

Participants will gain strategies that will support them in leading effective mid-year check in meetings as a part of the performance evaluation process.



March 22 [Mastering the Mid-Year Check in Meeting 2024](#)



Online Learning & Resources

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



[How to Create a SMART Goal](#) (MyTraining)

[Setting Team and Employee Goals Using SMART Methodology](#) (LinkedIn Learning)

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 Spring Semester Professional Development In-Person and Virtual Classes

All Staff Training

These courses focus on professional development for all UTSA staff.



- March 19 [Navigating Change in the Workplace](#)
- April 4 [Creating Your Individual Development Plan](#)
- May 16 [Navigating Change in the Workplace](#)



Join the **UTSA People Excellence Teams channel** to gain important information including information about FY24 evaluations, and details about upcoming events and training opportunities.

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 Spring Semester 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.



March 4	<u>How to Thrive in a Multi-generational Workplace Environment</u>
March 21	<u>How to Resolve Conflict and Restore Relationships</u>
March 26	<u>How to Effectively Deal with Difficult People</u>
April 8	<u>The Keys to Great Employee-Supervisor Communication</u>
April 16	<u>How to Give Difficult Feedback</u>
April 23	<u>How to Work More Collaboratively with Your Team</u>
May 6	<u>How to Live a Mentally Healthy Life in the 21st Century</u>
May 16	<u>How to More Effectively Manage Our Thoughts and Emotions</u>
May 21	<u>How to Maintain a More Positive Mindset</u>

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.

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