Learning and Development – Opportunities and Resources for Professional Development at the UO

UO Learning and Development provides training, education, and professional development opportunities so that employees can gain new skills and advance in their careers. We focus on training surrounding: 1) Leadership and Supervision 2) Communication, Collaboration, and Relationship Building and 3) Planning and Productivity.

Core Programs

Leadership and Supervision

- Emerging Supervisors Series: A series of courses exploring leadership principles and supervisory practices for new and emerging supervisors. Register on MyTrack.
- **<u>Financial Stewardship Institute</u>**: A five-month professional program focusing on key principles of financial stewardship at the UO.

Communication, Collaboration, and Relationship Building

- <u>Crucial Conversations for Mastering Dialogue</u>: Teaches skills for working through disagreement to achieve better results. Register on MyTrack.
- <u>Crucial Conversations for Accountability</u>: Focuses on a process and series of dialog skills for managing employee performance. Register on MyTrack.

Planning and Productivity

- **Crucial Learning Getting Things Done:** Teaches a set of skills to reduce stress, work smarter, and manage time effectively. Register on MyTrack.
- Excel Training Beginner, Excel Formulas (Basic and Advanced). Register on MyTrack.

Facilitation Services and Coaching

We facilitate workshops for departments across campus targeted at your specific needs and goals. Sessions are interactive and include dialog and hands-on activities. Topics include problem solving, creative thinking, workflow and process mapping, and more.

We also offer coaching for individuals and teams based on the CliftonStrenghts assessment.

Finding and Registering for Learning Opportunities

MyTrack Learning

Use MyTrack to find and register for training and to track your learning through your individual Development Plan. MyTrack includes instructor-led training and workshops offered by departments and programs from across campus. It also includes eLearning content, some of which is UO specific.

Online Learning

LinkedIn Learning

LinkedIn Learning is a leading online learning platform that includes thousands of professionally developed video-based courses on a variety of topics. Training is divided into three main content categories – business, technology, and creative – and can be completed at your own pace. Users can save courses, create collections, and share content with others. With content curator training, employees can also curate learning paths and use LinkedIn Learning to share custom training content. For more about the content curator role, visit LinkedIn Learning: Custom Content Curators.

Academic Impressions

Academic Impressions provides leadership, personal development, and skills-based training focused on higher education professionals. Training includes live webcasts and virtual training events, recorded webcasts and training, articles, and more. They also offer a supervision certificate program and the Five Paths to Leadership Self-Assessment, a tool to help you understand your leadership style.

Gallup Access Platform

The Gallup Access Platform provides advice, articles, and training, in the areas of employee engagement, employee experience, culture transformation, leadership, and organizational effectiveness.

Employee Engagement: Manager's Toolkit

The Manager toolkit includes engagement principles, strategies, recommended actions, resources and reference tools for managers. The toolkit focuses on 5 key areas of employee engagement: Onboarding and Orientation, Caring and Productive Workplace, Ongoing Conversations, Learning and Growth, and Recognition.

Online and Self-Guided Learning

A curated library of self-paced online learning resources organized around professional content areas. These collections and learning pathways were built specifically for UO employees by Learning and Development.

Monthly Learning Challenge

A self-paced professional development opportunity for employees. Each month, Learning and Development collects a series of recommended online learning resources – short videos, tutorials, readings, and other materials – based around a specific topic or theme, then provides you with independent and team-based activities and discussion questions to facilitate learning on the topic.

Get in Touch

Find out more about Learning and Development: <u>https://hr.uoregon.edu/learning-and-development</u>

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