



Evidence Document

for Higher Learning Commission Reaccreditation

Document Title: Employee Development Program Catalog

Office of Origin: Human Resources

Document Summary:

The University of Arkansas seeks to develop the whole person by offering additional training for UA employees. Training ranges from communication skills and diversity training to technology skills through the Arkansas High Performance Computing Center.

Catalog

Arkansas High Performance Computing Center (AHPCC)

Basic Genome Assembly with HPC ([register_schedules.php?courseID=30251](#))

High Performance Computing 101 ([register_schedules.php?courseID=30250](#))

Linux 101 for High Performance Computing ([register_schedules.php?courseID=30249](#))

Benefits

Benefits Enrollment Forms Clinic ([register_schedules.php?courseID=30204](#))

Countdown to Retirement Series: Social Security Benefits ([register_schedules.php?courseID=20049](#))

Countdown to Retirement Series: University of Arkansas Retirement Benefits ([register_schedules.php?courseID=20050](#))

Diabetes Academy ([register_schedules.php?courseID=30134](#))

Employee Health & Benefits Fair ([register_schedules.php?courseID=30125](#))

Flexible Spending Account ([register_schedules.php?courseID=30111](#))

Individual Counseling with Fidelity Investments ([register_schedules.php?courseID=20061](#))

Individual Counseling with TIAA-CREF ([register_schedules.php?courseID=20063](#))

New Employee Orientation - Part II ([register_schedules.php?courseID=30108](#))

New Faculty Orientation ([register_schedules.php?courseID=332](#))

Retiree Benefits Information Session ([register_schedules.php?courseID=30148](#))

Communication Skills

AEAP: Crucial Communications ([register_schedules.php?courseID=450](#))

AEAP: Who's Difficult ([register_schedules.php?courseID=20037](#))

AEAP: Workplace Bullying ([register_schedules.php?courseID=30136](#))

Mad Skills for Dealing with Mad People in Person and on the Phone ([register_schedules.php?courseID=30153](#))

Customer Service Skills

AEAP: Customer Service - How to CARP Your Way Through Difficult Customer Service

Situations (register_schedules.php?courseID=30124)

Customer Service and How to Handle Angry Customer Encounters
(register_schedules.php?courseID=30144)

Mad Skills for Dealing with Mad People in Person and on the Phone
(register_schedules.php?courseID=30153)

The Professional "Professional" at Work (register_schedules.php?courseID=30218)

Diversity

Ageism: Building Understanding and Creating Allies (register_schedules.php?courseID=30110)

Anti-Racism: Building Understanding and Creating Allies (register_schedules.php?courseID=30109)

Cherokee Heritage (register_schedules.php?courseID=257)

Disability - Building Understanding and Creating Allies (register_schedules.php?courseID=30237)

Gender Bias: Building Understanding and Creating Allies (register_schedules.php?courseID=30100)

Our Campus Diversity (register_schedules.php?courseID=30243)

Privilege and Prejudice: Building Understanding and Creating Allies
(register_schedules.php?courseID=30231)

Promoting Diversity and Inclusion at the University of Arkansas (register_schedules.php?courseID=20058)

Safe Zone Allies Orientation (register_schedules.php?courseID=30127)

Sexual Orientation and Gender Identity: Building Understanding and Creating Allies
(register_schedules.php?courseID=30137)

Silas Hunt Documentary (register_schedules.php?courseID=20059)

Interpersonal Skills

AEAP Humor in the Workplace (register_schedules.php?courseID=30245)

AEAP: Who's Difficult (register_schedules.php?courseID=20037)

Managing Projects (register_schedules.php?courseID=30114)

Job Skills

AEAP: Balancing Life: Managing time and energy for a better life
(register_schedules.php?courseID=30182)

AEAP: Creative Strategies for Work/Life Balance (for Supervisors)
(register_schedules.php?courseID=30146)

AEAP: Customer Service - How to CARP Your Way Through Difficult Customer Service Situations (register_schedules.php?courseID=30124)

AEAP: Stress, Burnout, Resiliency (register_schedules.php?courseID=30128)

Customer Service and How to Handle Angry Customer Encounters (register_schedules.php?courseID=30144)

Discriminatory Harassment (Formerly Sexual Harassment Training) (register_schedules.php?courseID=20081)

HR Certificate Program (register_schedules.php?courseID=390)

IAAP Razorback Chapter Meeting (register_schedules.php?courseID=394)

NSF PAPPG Changes (register_schedules.php?courseID=30257)

NSF-NIH BioSketch Prep (register_schedules.php?courseID=30256)

PCard Training (register_schedules.php?courseID=30216)

RSSP Budget Revision Training (register_schedules.php?courseID=30214)

RSSP PIVOT (register_schedules.php?courseID=30254)

RSSP Research Administrator's Post (RAP) Meetings (register_schedules.php?courseID=20076)

RazorBuy Dept Approver Training (register_schedules.php?courseID=30158)

RazorBuy Requester Training (register_schedules.php?courseID=30157)

RazorBuy Shopper Training (register_schedules.php?courseID=30156)

RazorBuy Staples Training (register_schedules.php?courseID=30159)

RazorGrant Training (register_schedules.php?courseID=30258)

RazorGrant Training (register_schedules.php?courseID=30255)

Room Use Survey System (register_schedules.php?courseID=30246)

Saving lives by utilizing Automated External Defibrillators (AED) (register_schedules.php?courseID=20078)

The Recruitment Process (register_schedules.php?courseID=74)

The Road to Recruitment (register_schedules.php?courseID=30217)

Leadership Skills

Managing Projects (register_schedules.php?courseID=30114)

Life Skills

AEAP: Balancing Life: Managing time and energy for a better life (register_schedules.php?courseID=30182)

AEAP: Coping with Mental Illness and Substance Abuse in the Family (register_schedules.php?courseID=30191)

AEAP: Couples and Money (register_schedules.php?courseID=30238)
AEAP: Crucial Communications (register_schedules.php?courseID=450)
AEAP: Facing the Challenge of Change (register_schedules.php?courseID=20035)
AEAP: Ho, Ho, Help! Stress Management for the Holidays (register_schedules.php?courseID=30147)
AEAP: Retirement Planning- The Emotional Component (register_schedules.php?courseID=20036)
AEAP: Stress, Burnout, Resiliency (register_schedules.php?courseID=30128)
AEAP: Who's Difficult (register_schedules.php?courseID=20037)
Countdown to Retirement Series: Social Security Benefits (register_schedules.php?courseID=20049)
Countdown to Retirement Series: University of Arkansas Retirement Benefits (register_schedules.php?courseID=20050)
First Aid, CPR, & AED (register_schedules.php?courseID=489)
Individual Counseling with Fidelity Investments (register_schedules.php?courseID=20061)
Individual Counseling with TIAA-CREF (register_schedules.php?courseID=20063)
Integrity Awareness Week Kick-Off Luncheon (register_schedules.php?courseID=30219)
Saving lives by utilizing Automated External Defibrillators (AED) (register_schedules.php?courseID=20078)
Time Management: Getting the most out of your day (register_schedules.php?courseID=30208)

Miscellaneous

Effort Certification Training (register_schedules.php?courseID=20060)

Supervisory/Management

AEAP -Supervising Employees (register_schedules.php?courseID=20012)
AEAP: Crucial Communications (register_schedules.php?courseID=450)
Managing Projects (register_schedules.php?courseID=30114)
Supervisor Development Program (register_schedules.php?courseID=204)
The Recruitment Process (register_schedules.php?courseID=74)

Teaching Innovation and Pedagogical Support (TIPS)

Accessibility Workshop (register_schedules.php?courseID=30185)

[Adding Video to your Online Course \(register_schedules.php?courseID=30202\)](#)
[Applying the QM Rubric \(register_schedules.php?courseID=30203\)](#)
[Blackboard Advanced \(register_schedules.php?courseID=30232\)](#)
[Blackboard Collaborate \(register_schedules.php?courseID=10269\)](#)
[Blackboard Communication Tools \(register_schedules.php?courseID=30200\)](#)
[Blackboard Essentials \(register_schedules.php?courseID=30198\)](#)
[Blackboard Grade Center Review \(register_schedules.php?courseID=30162\)](#)
[Blackboard Plus \(register_schedules.php?courseID=30233\)](#)
[Blackboard Quizzes and Tests \(register_schedules.php?courseID=30201\)](#)
[Course Readiness Lab \(register_schedules.php?courseID=30210\)](#)
[Online Course Development: Creating Assessments Workshop \(register_schedules.php?courseID=30184\)](#)
[Online Course Development: Writing Objectives Workshop \(register_schedules.php?courseID=30183\)](#)
[Teaching an Online Course Using Blackboard \(register_schedules.php?courseID=30209\)](#)
[Using Rubrics in Your Course \(register_schedules.php?courseID=30199\)](#)
[Using Web Conferencing in Your Online Course \(register_schedules.php?courseID=30197\)](#)

Technology.....

[Adobe Acrobat X Pro Part 1 \(register_schedules.php?courseID=30120\)](#)
[Adobe Acrobat X Professional: Part 2 \(register_schedules.php?courseID=30121\)](#)
[Adobe Illustrator CS6: Part 1 \(register_schedules.php?courseID=30117\)](#)
[Adobe Illustrator CS6: Part 2 \(register_schedules.php?courseID=30138\)](#)
[Adobe InDesign CS6: Part 1 \(register_schedules.php?courseID=30118\)](#)
[Adobe InDesign CS6: Part 2 \(register_schedules.php?courseID=30141\)](#)
[Adobe Photoshop CS6: Part 1 \(register_schedules.php?courseID=30119\)](#)
[Adobe Photoshop CS6: Part 2 \(register_schedules.php?courseID=30133\)](#)
[BASIS - UPS Training \(register_schedules.php?courseID=20038\)](#)
[BASIS-AIMS Training \(register_schedules.php?courseID=20039\)](#)
[BASIS-ARS Training \(register_schedules.php?courseID=20040\)](#)
[BASIS-DART Training \(register_schedules.php?courseID=20041\)](#)
[BASIS-GJIM Training \(register_schedules.php?courseID=20042\)](#)
[BASIS-Hrly-TS Training \(register_schedules.php?courseID=20043\)](#)
[BASIS-LABOR Training \(register_schedules.php?courseID=20044\)](#)

BASIS-Leave Training (register_schedules.php?courseID=20045)
BASIS-PAYROLL Training (register_schedules.php?courseID=20046)
BASIS-PSB Training (register_schedules.php?courseID=20047)
Creating Your Social Media Roadmap (register_schedules.php?courseID=30226)
Effort Certification Training (register_schedules.php?courseID=20060)
Google Analytics: Custom Reports (register_schedules.php?courseID=30261)
Google Drive & Productivity Apps (register_schedules.php?courseID=30223)
Microsoft Access 2010 Application Development (register_schedules.php?courseID=30142)
Microsoft Excel Pivot Tables (register_schedules.php?courseID=30225)
Microsoft Office 365: Microsoft Office Web Apps & Collaboration (register_schedules.php?courseID=30139)
Microsoft Office Access 2013 Advanced (register_schedules.php?courseID=30167)
Microsoft Office Access 2013 Basics (register_schedules.php?courseID=30164)
Microsoft Office Access 2013 Intermediate (register_schedules.php?courseID=30166)
Microsoft Office Excel 2013 Advanced (register_schedules.php?courseID=30170)
Microsoft Office Excel 2013 Basic (register_schedules.php?courseID=30168)
Microsoft Office Excel 2013 Intermediate (register_schedules.php?courseID=30169)
Microsoft Office Excel 2013 Macro Programming (register_schedules.php?courseID=30171)
Microsoft Office OneNote 2013 (register_schedules.php?courseID=30180)
Microsoft Office Outlook 2013 Basic (register_schedules.php?courseID=30175)
Microsoft Office Outlook 2013 Intermediate (register_schedules.php?courseID=30176)
Microsoft Office PowerPoint 2013 Advanced (register_schedules.php?courseID=30178)
Microsoft Office PowerPoint 2013 Basic (register_schedules.php?courseID=30207)
Microsoft Office Publisher 2013 (register_schedules.php?courseID=30179)
Microsoft Office Word 2013 Advanced (register_schedules.php?courseID=30174)
Microsoft Office Word 2013 Basics (register_schedules.php?courseID=30172)
Microsoft Office Word 2013 Intermediate (register_schedules.php?courseID=30173)
Microsoft Windows 8 (register_schedules.php?courseID=30206)
People Admin 7: Applicant Evaluation/Hiring Process (register_schedules.php?courseID=30229)
People Admin 7: Create a Posting (register_schedules.php?courseID=30228)
People Admin 7: Position Descriptions (register_schedules.php?courseID=30227)
Room Use Survey System (register_schedules.php?courseID=30246)

SQL Queries (register_schedules.php?courseID=30224)

ITS

- 25Live Overview (register_schedules.php?courseID=10281)
- Acrobat (register_schedules.php?courseID=10249)
- Clicker Software and Basic Clicker Use (register_schedules.php?courseID=10260)
- Data Warehouse using Microsoft Access (register_schedules.php?courseID=10030)
- Data Warehouse using SAS BI Enterprise Guide (register_schedules.php?courseID=10243)
- Digital Photography (register_schedules.php?courseID=10044)
- Dreamweaver (register_schedules.php?courseID=10248)
- Fireworks (register_schedules.php?courseID=10250)
- Flash (register_schedules.php?courseID=10251)
- Graduate Statistics (register_schedules.php?courseID=30161)
- Housing Training (register_schedules.php?courseID=10053)
- Illustrator (register_schedules.php?courseID=10252)
- InDesign (register_schedules.php?courseID=10253)
- Overview of University of Arkansas IT Resources (register_schedules.php?courseID=30235)
- Photoshop (register_schedules.php?courseID=10019)
- PowerPoint (register_schedules.php?courseID=10022)
- Practical CSS Design (register_schedules.php?courseID=10232)
- Publisher (register_schedules.php?courseID=10065)
- R25 for the New User (register_schedules.php?courseID=10280)
- SAS: Data Analysis (register_schedules.php?courseID=10075)
- SAS: Getting Started (register_schedules.php?courseID=10010)
- SPSS for Windows: Data Analysis (register_schedules.php?courseID=10007)
- SPSS for Windows: Getting Started (register_schedules.php?courseID=10006)
- UAConnect for Faculty and Advisors (register_schedules.php?courseID=10259)
- UAConnect: Basic Query Manager (register_schedules.php?courseID=10078)
- UAConnect: Introduction for Administrative Users (register_schedules.php?courseID=10182)
- UAConnect: Schedule of Classes Management (register_schedules.php?courseID=10276)
- UAConnect: Special Topics (register_schedules.php?courseID=10283)

UAConnect: Viewing Student Records (register_schedules.php?courseID=10042)

University Related

Administrative Travel Card Training (register_schedules.php?courseID=30260)
CourseLeaf and Curriculum Changes (register_schedules.php?courseID=30240)
Discriminatory Harassment (Formerly Sexual Harassment Training)
(register_schedules.php?courseID=20081)
Effort Certification Training (register_schedules.php?courseID=30253)
Integrity Awareness Week Kick-Off Luncheon (register_schedules.php?
courseID=30219)
NSF PAPPG Changes (register_schedules.php?courseID=30257)
NSF-NIH BioSketch Prep (register_schedules.php?courseID=30256)
New Employee Orientation - Part I (register_schedules.php?courseID=20075)
PCard Training (register_schedules.php?courseID=30216)
People Admin 7: Applicant Evaluation/Hiring Process (register_schedules.php?
courseID=30229)
People Admin 7: Create a Posting (register_schedules.php?courseID=30228)
People Admin 7: Position Descriptions (register_schedules.php?courseID=30227)
Purchasing Plus Training (register_schedules.php?courseID=30222)
RSSP Budget Revision Training (register_schedules.php?courseID=30214)
RSSP PIVOT (register_schedules.php?courseID=30254)
RSSP Research Administrator's Post (RAP) Meetings (register_schedules.php?
courseID=20076)
RazorBuy Dept Approver Training (register_schedules.php?courseID=30158)
RazorBuy Requester Training (register_schedules.php?courseID=30157)
RazorBuy Shopper Training (register_schedules.php?courseID=30156)
RazorBuy Staples Training (register_schedules.php?courseID=30159)
RazorGrant Training (register_schedules.php?courseID=30258)
RazorGrant Training (register_schedules.php?courseID=30255)
Safe Zone Allies Orientation (register_schedules.php?courseID=30127)
Summer Teaching and Research Training (register_schedules.php?courseID=30132)
The Road to Recruitment (register_schedules.php?courseID=30217)
Traveler TCard Training (register_schedules.php?courseID=30230)

Web Management

Calendar 101 (register_schedules.php?courseID=30248)

Google Analytics: Custom Reports (register_schedules.php?courseID=30261)

OU Campus 101 (register_schedules.php?courseID=30236)

OU Campus 102 (register_schedules.php?courseID=30242)

SiteImprove Training (register_schedules.php?courseID=30252)

Web Manager Basics (register_schedules.php?courseID=30247)