Classes are offered in the North Paseo Building and other locations at the Main Campus, Downtown Campus, and at the Institute of Texan Cultures (ITC). See Key to Classroom Locations on the back page and on our website: www.training.utsa.edu
Call Training & Development, Ext. 4658 if you have questions.

HR Training & Development

Friendly Reminders

* Remember to always sign in to classes to ensure you receive credit.
* Sign-in is now electronic. You should sign in on an electronic device using your abc123 or a swipe (if available).
* Evaluations are now electronic and completed by cell phone or any electronic device.
* Class locations TBD (To Be Determined) or DT TBD (Downtown To Be Determined) are temporary. Rooms have been requested and are in the process of being confirmed. Check our website regularly for correctly posted room numbers.
* Training & Development is re-designing our website soon! Our UTSA SME’s will have better access to class metrics and our training catalog will have a fresh new look.
### BUSINESS RELATED HOSPITALITY AND ENTERTAINMENT (AM 553)
- Tues., October 8  9:00 - 11:00  NPB 1.412
- Tues., November 12  9:00 - 11:00  DT TBD - Downtown

### BUSINESS SERVICE CONTRACTS: PROCESSES & PROCEDURES (AM 541)
- Tues., November 5  10:00 - 11:30  TBD

### CASH HANDLING 101 (AM 560)
- Wed., October 16  10:00 - 11:15  TBD
- Wed., November 20  10:00 - 11:15  DT TBD - Downtown

### CORPORATE TRAVEL PLANNERS: CONCUR ONLINE RESERVATION TOOL AND TRAVEL ARRANGERS/GUEST TRAVEL (AM 686)
- Wed., September 25  9:00 - 11:30  Webinar
- Thurs., November 14  9:00 - 11:30  Webinar

*WEBINAR LOGON LINK SENT OUT 24 HOURS IN ADVANCE*

### CORPORATE TRAVEL PLANNERS: CONCUR ONLINE RESERVATION TOOL AND TRAVEL ARRANGERS/GUEST TRAVEL (AM 685)
- Thurs., October 17  9:00 - 11:30  NPB 1.412

### FINANCIAL MANAGEMENT & REPORTING TOOLS FOR SPONSORED PROJECTS (AM 579)
- Thurs., September 19  9:00 - 11:00  NPB 1.412
- Tues., September 24  2:00 - 4:00  DB 1.402 - Downtown
- Tues., November 12  9:00 - 11:00  NPB 1.412

### HIRING FOREIGN NATIONALS AT UTSA ON H-1B VISA (AM 868)
- Thurs., November 21  8:30 - 11:30  TBD
- Wed., December 4  8:30 - 11:30  TBD
- Thurs., December 5  8:30 - 11:30  TBD

### INVENTORY INITIAL TRAINING (AM 675)
- Tues., November 12  9:30 - 12:00  DT TBD - Downtown

### OFFICE OF RESEARCH ADMINISTRATIVE CONTRACTS TRAINING (AM 549)
- Fri., September 27  10:00 - 11:30  DB 3.202 - Downtown

### PROCARD COMPLIANCE & PROCESSING USING UTSHARE/PEOPLESOFT (AM 562)
- Tues., September 10  9:00 - 12:00  NPB 1.412
- Wed., October 16  9:00 - 12:00  NPB 1.412
- Wed., October 30  9:00 - 12:00  DB 1.402 - Downtown
- Thurs., November 21  9:00 - 12:00  NPB 1.412
- Thurs., December 5  9:00 - 12:00  DB 1.402 - Downtown
- Tues., December 17  9:00 - 12:00  NPB 1.412

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### PURCHASING RULES & REGULATIONS (AM 580)
- Fri., September 27  2:00 - 4:00  NPB 1.412
- Fri., October 25  2:00 - 4:00  NPB 1.412
- Fri., November 29  2:00 - 4:00  NPB 1.412

### RESEARCH PROPOSALS AND BUDGET DEVELOPMENT (AM 589)
- Thurs., September 26  10:00 - 11:30  DB 3.202 - Downtown

### TRAVEL CARD PROCESS (AM 573)
- Thurs., September 19  1:30 - 3:30  NPB 1.412
- Thurs., October 17  1:30 - 3:30  NPB 1.412
- Wed., October 30  1:30 - 3:30  DT TBD - Downtown
- Thurs., November 21  1:30 - 3:30  NPB 1.412
- Thurs., December 5  1:30 - 3:30  DT TBD - Downtown
- Thurs., December 12  1:30 - 3:30  NPB 1.412

### COMPUTER / WEB

#### ACCELERATING MATHLAB CODE WITH MULTI-CORE, GPU AND CLOUD (CT 956.01)
- Fri., October 18  10:00 - 12:00  AET 0.202

#### AN INTRO TO BIG DATA ANALYTICS WITH HADOOP (CT 218)
- Fri., November 22  10:00 - 12:00  AET 0.202

#### AN INTRODUCTION TO HIGH PERFORMANCE COMPUTING SYSTEM AT UTSA (CT 993)
- Fri., September 6  10:00 - 12:00  AET 0.202
- Fri., November 1  10:00 - 12:00  AET 0.202

#### AN INTRO TO PARALLEL COMPUTING IN R (CT 947)
- Fri., November 8  10:00 - 12:00  AET 0.202

#### ASSESS STUDENT KNOWLEDGE (CT 996.01)
- Thurs., October 17  1:30 - 3:00  JPL 2.01.12C

#### BLACKBOARD ESSENTIALS (CT 859.01)
- Tues., September 17  1:30 - 3:00  JPL 2.01.12C
- Tues., October 8  1:30 - 3:00  JPL 2.01.12C

#### BLACKBOARD TO ASAP GRADE TRANSFER (CT 888)
- Tues., October 1  1:30 - 2:30  JPL 2.01.12C
- Wed., October 2  1:30 - 2:30  JPL 2.01.12C
- Wed., December 4  1:30 - 2:30  JPL 2.01.12C
- Thurs., December 5  1:30 - 2:30  JPL 2.01.12C
### COMPUTER / WEB

**BUILDING LEARNING COMMUNITIES THROUGH GROUPS (CT 208)**  
Fri., September 20  
1:30 - 2:30  
JPL 2.01.12C

**COURSE MANAGEMENT STRATEGIES (CT 201)**  
Tues., November 19  
1:30 - 2:30  
JPL 2.01.12C

**DEEP LEARNING WITH TENSORFLOW ON A HPC CLUSTER (CT 948)**  
Fri., October 25  
10:00 - 12:00  
AET 0.202

**GETTING STARTED WITH THE MEdIAL LECTURE SCREEN CAPTURE SOFTWARE SITE LICENSE AT UTSA (CT 922)**  
**NEW**

**GPU ACCELERATED COMPUTING WITH C (CT 958.01)**  
Fri., September 27  
10:00 - 12:00  
AET 0.202

**GRADEBOOK SETUP! (CT 997.01)**  
Thurs., September 26  
1:30 - 3:00  
JPL 2.01.12C  
Thurs., November 7  
1:30 - 3:00  
JPL 2.01.12C

**HANDSHAKE-HOW TO HIRE STUDENTS AND ALUMNI (CT 217)**  
Wed., September 11  
9:00 - 11:00  
TBD  
Fri., September 13  
9:00 - 11:00  
TBD

**INTERACTIVE LEARNING ACTIVITIES: CONTENT PRESENTATION AND SCORING ACTIVITIES IN SOFTCHALK (CT 202)**  
**NEW**

**INTRODUCTION TO PYTHON PROGRAMMING (CT 838)**  
Wed., September 18  
10:00 - 12:00  
AET 0.202  
Wed., October 2  
10:00 - 12:00  
AET 0.202  
Wed., October 23  
10:00 - 12:00  
AET 0.202  
Wed., November 6  
10:00 - 12:00  
AET 0.202

**OFFICE 365: UTSA ON THE CLOUD (CT 506)**  
**NEW**

**ONLINE SESSIONS WITH BLACKBOARD COLLABORATE ULTRA (CT 937)**  
Tues., September 10  
1:30 - 2:30  
JPL 2.01.12C

**PARALLEL PROGRAMMING IN C ON HIGH PERFORMANCE COMPUTING SYSTEM (CT 998.01)**  
Fri., September 20  
10:00 - 12:00  
AET 0.202

**PLAY@UTSA. GAME-BASED LEARNING IN ACTION (CT 890)**  
Tues., October 29  
12:00 - 1:00  
TBD

**POWER BI-BASICS (CT 957)**  
Mon., November 11  
2:30 - 4:30  
AET 0.202

**QUALTRICS (CT 988)**  
Mon., October 21  
2:30 - 4:30  
AET 0.202  
Thurs., October 24  
2:30 - 4:30  
DT TBD - Downtown

**RESPONDUS AND BLACKBOARD (CT 891)**  
Thurs., October 24  
1:30 - 2:30  
AET 0.202

**ROWDY EXCHANGE PROCUREMENT REQUESTER TRAINING (CT 990)**  
**NEW**

**SHAREPOINT ONLINE (CT 512)**  
Thurs., October 10  
2:30 - 4:30  
AET 0.202  
Tues., October 22  
2:30 - 4:30  
DT TBD - Downtown

**SOFTWARE FUNDAMENTALS (CT 935)**  
**NEW**

**TRACDAT (CT 960)**  
Thurs., September 12  
10:00 - 11:30  
GSR 2.126  
Wed., December 11  
10:00 - 11:30  
GSR 2.126

**Events Management.**

**25LIVE TRAINING FOR NEW SPACE SCHEDULERS (CT 508)**  
**NEW**

**SPACE SCHEDULERS-NEW ROWDYLINK FORM (CT 509)**  
**NEW**

**USING ROWDYLINK TO PLAN YOUR EVENT (CT 511)**  
**NEW**
AD HOC COMPUTER / WEB

WEB INTELLIGENCE LEVEL I (CT 950)
Ad-Hoc sessions available. Please email ceadmin@utsa.edu to request an AD HOC classroom ses-
sion and Business Objects (BOXI) account

EMERGENCY PREPAREDNESS

BASIC SKYWARN STORMSPOTTER (EP 491)
Thurs., September 19
1:00 - 3:00
TBD

CAMPUS SECURITY AUTHORITY TRAINING (CSA) (EP 501)
Tues., September 24
2:00 - 3:30
TBD
Thurs., October 3
9:00 - 10:30
TBD
Mon., October 21
2:00 - 3:30
NPB 1.408
Wed., November 6
2:00 - 3:30
NPB 1.408

FLOOR CAPTAIN SAFETY LIAISON TRAINING (EP 485)
Tues., September 17
9:00 - 12:00
TBD
Thurs., October 3
9:00 - 12:00
TBD
Thurs., November 7
9:00 - 12:00
DT TBD - Downtown

FACULTY DEVELOPMENT

ACTIVE LEARNING TECHNIQUES (FS 232)
Fri., September 13
12:00 - 1:00
AET 0.202

ASSESSING LEARNING (FS 233)
Fri., October 11
12:00 - 1:00
NPB 1.408

FACULTY CREDENTIALING TRAINING FOR DEPARTMENTS AND COLLEGES
(FS 135)
Mon., September 9
3:00 - 4:30
NPB 1.408
Wed., September 11
10:00 - 11:30
DB 1.402 - Downtown
Tues., September 17
3:00 - 4:30
NPB 1.408

FEDERAL GRANTSEEKING: DEPT. OF EDUCATION (ED) (FS 163)
Thurs., November 7
3:30 - 5:00
DB 1.402 - Downtown
Fri., November 8
9:30 - 11:00
JPL 4.04.22

FEDERAL GRANTSEEKING: NATIONAL ENDOWMENT FOR THE HUMANITIES
(NEH) (FS 161)
Tues., October 15
9:30 - 11:30
JPL 4.04.12C
Tues., October 15
1:30 - 3:30
JPL 4.04.12C

FEDERAL GRANTSEEKING: NATIONAL INSTITUTES OF HEALTH (NIH) (FS 164)
Thurs., November 21
2:00 - 4:00
JPL 4.04.22
Fri., November 22
9:00 - 11:00
JPL 4.04.22

FEDERAL GRANTSEEKING: NATIONAL SCIENCE FOUNDATION (NSF) (FS 160)
Thurs., September 26
2:00 - 4:00
JPL 4.04.22
Fri., September 27
9:30 - 11:30
JPL 4.04.22

PERSONAL DEVELOPMENT

ESTATE PLANNING: FIVE ESSENTIAL DOCUMENTS (PD 841)
Thurs., October 24
2:30 - 4:00
NPB 1.408

MAKE YOUR MONEY WORK FOR YOU: A DEBT MANAGEMENT PLAN (PD 129)
Tues., November 19
3:15 - 4:15
NPB 1.408

MANAGING WORKPLACE STRESSORS (PD 041)
Thurs., November 21
2:30 - 4:00
DB 2.316 - Downtown
### PERSONAL DEVELOPMENT

#### RELAXATION TECHNIQUES AT THE WORKPLACE (PD 131)
- Tues., November 19  
  2:00 - 3:00  
  NPB 1.408

#### SELF-CARE: REMAINING RESILIENT (PD 044)
- Thurs., September 19  
  2:30 - 4:00  
  DT TBD - Downtown
- Wed., December 11  
  1:30 - 3:00  
  NPB 1.408

#### New Financial Planning Webinars from UTSA’s Benefits Team!

| WEBINAR: IS TRS ENOUGH? (PD 144) | Wed., October 9  
  12:00 - 1:00  
  WEBINAR |
| WEBINAR: CASH MANAGEMENT (PD 845) | Wed., October 30  
  12:00 - 1:00  
  WEBINAR |
  12:00 - 1:00  
  WEBINAR |
  12:00 - 1:00  
  WEBINAR |
| WEBINAR: CREATING A BUDGET, DITCH YOUR DEBT, STARTING SAVING FOR THE FUTURE YOU (PD 844) | Wed., December 11  
  12:00 - 1:00  
  WEBINAR |

**ALL WEBINARS ARE OFFERED THROUGH UTSA VENORS.**

**FOR MORE INFORMATION ON WEBINAR REGISTRATION LINKS, PLEASE VISIT**

http://www.utsa.edu/hr/YourPlan/index.html

#### WELLNESS WORKSHOP-BRAIN WORKS (PD 565)
- Tues., September 10  
  12:00 - 1:00  
  BVB 1.338 - Downtown
- Wed., September 11  
  12:00 - 1:00  
  BSE 2.102

### UTSHARE/PEOPLESOFT & INTERIM PROCESSES

#### MONTHLY FINANCIAL REPORT RECONCILIATION USING UTSHARE/PEOPLESOFT (FORMERLY STATEMENT OF ACCOUNTS) (PS 207.01)
- Wed., October 16  
  1:00 - 4:00  
  NPB 1.412
- Wed., November 13  
  1:00 - 4:00  
  DT TBD - Downtown
- Wed., December 11  
  1:00 - 4:00  
  NPB 1.412

#### PROCESSING NON-PO VOUCHERS USING UTSHARE/PEOPLESOFT (PS 203.04)
- Tues., October 1  
  8:30 - 11:30  
  NPB 1.412
- Thurs., November 7  
  8:30 - 11:30  
  DT TBD - Downtown

### UTSHARE/PEOPLESOFT & INTERIM PROCESSES

#### TRAVEL ADVANCE PROCESS (PS 309)
- Thurs., October 3  
  8:30 - 11:30  
  NPB 1.412
- Tues., November 5  
  8:30 - 11:30  
  DT TBD - Downtown

#### TRAVEL REIMBURSEMENT PROCESS (PS 310)
- Thurs., October 10  
  8:30 - 11:30  
  NPB 1.412
- Tues., November 12  
  8:30 - 11:30  
  DT TBD - Downtown

#### UTSHARE/PEOPLESOFT TIMEKEEPERS TIME AND ABSENCE REPORTING (PS 300.01)
- Fri., September 13  
  8:15 - 12:00  
  NPB 1.412
- Fri., October 11  
  8:15 - 12:00  
  NPB 1.412
- Fri., November 15  
  8:15 - 12:00  
  NPB 1.412

### SAFETY

#### ASBESTOS & INDOOR AIR QUALITY AWARENESS (SA 455)
- Wed., October 16  
  9:00 - 11:00  
  SFE 1.122

#### FIRE EXTINGUISHER TRAINING-DRY FIRE SIMULATOR (SA 511)
- Thurs., October 10  
  10:00 - 11:00  
  SFB 1.104A

#### HAZARDOUS WASTE GENERATOR TRAINING (SA 401)
- Wed., September 18  
  9:30 - 11:00  
  SFB 1.102A
- Wed., November 13  
  9:30 - 11:00  
  SFB 1.102A

#### HEARTSAVER FIRST AID, CPR AND AED (FORMERLY CPR/FIRST AID) (SA 475)
- Fri., September 6  
  9:00 - 4:00  
  TBD
- Fri., October 4  
  9:00 - 4:00  
  DT TBD - Downtown
- Fri., November 15  
  9:00 - 4:00  
  TBD
- Fri., December 6  
  9:00 - 4:00  
  DT TBD - Downtown

#### STOP THE BLEED (SA 506)
- Thurs., September 19  
  9:00 - 10:00  
  TBD
- Thurs., October 3  
  9:00 - 10:00  
  DT TBD - Downtown
- Thurs., November 21  
  9:00 - 10:00  
  TBD
- Thurs., December 19  
  9:00 - 10:00  
  DT TBD - Downtown
## SAFETY AD HOC

**RESEARCHER BIOLOGICAL SAFETY AND BLOODBORNE PATHOGENS (SA 483)**  
* Tues., October 1  
  9:00 - 11:00  
  TBD

## STAFF DEVELOPMENT

### ADMINISTRATIVE SUPPORT TOOLBOX SERIES

6-part series plus Orientation; 1 class offered each month;  
may be taken in any order.  
Participants receive a certificate upon completion of all 6 courses at the Annual Administrative Support Toolbox Celebration April 24th, 2020

<table>
<thead>
<tr>
<th>KEY CAMPUSS RESOURCES (SD 323)</th>
<th>8:30 - 12:00</th>
<th>NPB 1.408</th>
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<tr>
<td>ORIENTATION (SD 228)</td>
<td>8:30 - 11:00</td>
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<tr>
<td>ACADEMIC &amp; RESEARCH (SD 322)</td>
<td>8:30 - 12:00</td>
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<tr>
<td>STUDENT LIFELINE (SD 245)</td>
<td>8:30 - 12:00</td>
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<td>SUPERVISION (SD 241)</td>
<td>8:30 - 11:30</td>
<td>NPB 1.408</td>
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<tr>
<td>ADVANCED ALLY TRAINING (SD 425)</td>
<td>2:00 - 4:00</td>
<td>NPB 1.408</td>
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<tr>
<td>A.R.T. OF COMMUNICATION FOR EVERYONE-CONFLICT RESOLUTION (SD 580)</td>
<td>8:30 - 12:00</td>
<td>NPB 1.408</td>
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<tr>
<td>A TASTE OF FISH! EXPLORE THE SYNERGY WHEN PEOPLE ARE COMMITTED TO THEIR JOBS AND TEAM MEMBERS (SD 300)</td>
<td>8:30 - 12:00</td>
<td>DB 2.316 - Downtown</td>
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<tr>
<td>BECOMING AN ALLY (SD 310)</td>
<td>1:00 - 4:00</td>
<td>NPB 1.408</td>
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<tr>
<td>BOB PIKE TRAIN-THE-TRAINER BOOT CAMP (SD 399)</td>
<td>8:30 - 12:00</td>
<td>NPB 1.408</td>
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### CAMPUSS CONNECT: SUICIDE PREVENTION GATEKEEPER TRAINING (SD 626)

| Tues., September 10  | 9:00 - 12:00  | TBD |
| Thurs., October 10   | 9:00 - 12:00  | TBD |
| Thurs., November 14  | 9:00 - 12:00  | DT TBD - Downtown |
| Tues., December 17   | 1:30 - 4:30   | TBD |

### CHANGE HAPPENS! TOOLS FOR EMPLOYEES TO RESPOND EFFECTIVELY TO CHANGE (SD 627)

| Fri., September 20   | 8:30 - 11:00 | NPB 1.408 |
| Tues., December 17   | 9:00 - 11:30 | DB 2.316 - Downtown |

### COURSE DEVELOPMENT FOR SUBJECT MATTER EXPERTS (SME'S) (SD 375)

| Fri., September 6    | 8:30 - 11:30 | NPB 1.408 |
| Tues., October 29    | 8:30 - 11:30 | NPB 1.408 |

### CUSTOMER SERVICE MODEL (SD 302)

| Wed., September 25   | 8:30 - 11:30 | NPB 1.408 |

### DISCRIMINATION AND SEXUAL HARASSMENT-YOUR ROLE AS A UTSA EMPLOYEE (SD 309)

| Tues., November 5    | 8:30 - 11:30 | NPB 1.408 |

### DREAMER ALLY TRAINING (SD 436)

| Tues., September 10  | 1:00 - 4:00  | NPB 1.408 |
| Tues., October 15    | 1:00 - 4:00  | NPB 1.408 |
| Mon., December 9     | 1:00 - 4:00  | NPB 1.408 |

### EDUCATION ABROAD: RISK ASSESSMENT AND CRISIS MANAGEMENT FOR FACULTY AND PROGRAM LEADERS (SD 168)

| Tues., October 8     | 9:00 - 12:30 | NPB 1.408 |

### EMOTIONAL INTELLIGENCE OVERVIEW (SD 292)

| Wed., December 18    | 8:30 - 11:30 | NPB 1.408 |

### INTRODUCTION TO ASSESSMENT FOR ADMINISTRATIVE & STUDENT SUPPORT AREAS (SD 185)

| Mon., September 16   | 10:00 - 11:30 | NPB 1.408 |

### MAXIEN: REPORTING INCIDENTS, EASY AS 1-2-3 (SD 340)

| Fri., September 6    | 2:00 - 3:00  | TBD |
| Fri., September 13   | 2:00 - 3:00  | TBD |
| Fri., September 27   | 2:00 - 3:00  | TBD |
| Fri., October 4      | 2:00 - 3:00  | TBD |
NEW EMPLOYEE DEVELOPMENT (SD 211)
- Wed., September 4: 8:30 - 12:00, NPB 1.408
- Wed., September 18: 8:30 - 12:00, NPB 1.408
- Wed., October 2: 8:30 - 12:00, NPB 1.408
- Wed., October 16: 8:30 - 12:00, NPB 1.408
- Wed., November 6: 8:30 - 12:00, NPB 1.408
- Wed., December 4: 8:30 - 12:00, NPB 1.408

PERSONAL DEVELOPMENT SERIES
Based on the book: The 7 Habits of Highly Effective People.
**We encourage attendance at all 7 sessions for greatest impact.**
Enroll yourself in each session you wish to attend.

PERSONAL VISION HABIT 1 (SD 280)
- Thurs., October 3: 8:30 - 12:00, NPB 1.408

PERSONAL LEADERSHIP HABIT 2 (SD 281)
- Thurs., October 10: 1:00 - 4:30, NPB 1.408

PERSONAL MANAGEMENT HABIT 3 (SD 282)
- Thurs., October 17: 8:30 - 12:00, NPB 1.408

INTERPERSONAL LEADERSHIP HABIT 4 (SD 283)
- Thurs., October 24: 8:30 - 12:00, NPB 1.408

EMPATHIC COMMUNICATION HABIT 5 (SD 284)
- Thurs., October 31: 8:30 - 12:00, NPB 1.408

CREATIVE COOPERATION HABIT 6 (SD 285)
- Thurs., November 7: 8:30 - 12:00, NPB 1.408

BALANCED SELF-RENEWAL HABIT 7 (SD 286)
- Thurs., November 14: 1:00 - 4:30, NPB 1.408

PROJECT PLANNING (SD 165)
- Fri., October 18: 8:30 - 12:00, NPB 1.408

STUDENT TRAVEL (SD 320)
- Wed., October 16: 9:00 - 11:00, TBD
- Wed., October 23: 2:00 - 4:00, DT TBD - Downtown

WHO MOVED MY CHEESE-NAVIGATING CHANGE (SD 250) You must attend BOTH sessions.
*Enroll in Part 1, T&D staff will enroll you in Part 2.*

- Part 1: Wed., November 13: 8:30 - 11:00, NPB 1.408
- Part 2: Wed., November 20: 8:30 - 11:00, NPB 1.408

SUPERVISORY

A.R.T. OF COMMUNICATION FOR MANAGERS AND SUPERVISORS-CONFLICT RESOLUTION (SU 589)
- Tues., September 10: 8:30 - 12:00, NPB 1.408

CHANGE MANAGEMENT FOR TEAMS, TOOLS FOR SUPERVISORS TO HELP THEIR TEAMS WORK THROUGH CHANGE (SU 369)
- Wed., October 30: 8:30 - 12:00, NPB 1.408

DISCRIMINATION AND SEXUAL HARASSMENT-YOUR ROLE AS A UTSA SUPERVISOR (SU 317)
- Thurs., September 19: 8:30 - 11:30, NPB 1.408

DISCRIMINATION PREVENTION: APPLIED LEARNING SCENARIOS (SU 330)
(Prerequisite: SU 317)
- Fri., October 4: 8:30 - 11:30, NPB 1.408
- Wed., December 11: 8:30 - 11:30, NPB 1.408

HIRING AT UTSA - A 3-STEP PROCESS TO SUCCESS

STEP 1. RECRUITING & SELECTION (SU 512)
- Fri., October 25: 8:30 - 12:00, NPB 1.408

STEP 2. STARS HIRING PROCESS (SU 513)
- Fri., November 1: 8:30 - 12:00, NPB 1.408

STEP 3. BEHAVIORAL INTERVIEWING (SU 514)
- Fri., November 8: 8:30 - 12:00, NPB 1.408

LEADING WITH EMOTIONAL INTELLIGENCE (SU 510)
- Thurs., November 21: 8:30 - 12:00, NPB 1.408

STAFF PERFORMANCE EVALUATION:ASSESSMENT/CONDUCTING REVIEW (SU 316)
- Fri., November 8: 1:00 - 2:30, NPB 1.408
- Thurs., November 28: 9:00 - 10:30, NPB 1.408
- Fri., December 6: 9:00 - 10:30, DT TBD - Downtown

SITUATIONAL LEADERSHIP-INTRODUCTION (SU 303)
- Tues., December 10: 8:30 - 12:00, NPB 1.408

WORK-STUDY PROGRAM SUPERVISOR TRAINING (SU 508)
- Mon., October 28: 11:00 - 12:00, NPB 1.408
**SUPERVISORY SERIES**

All Classes are held in NPB 1.408 from 8:30 to 12:00.
Enroll in SU 500, Training Staff will enroll you in SU 501-505

*Must attend all 6 sessions and complete project to receive certificate.*

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<td>Leadership Skills for New Supervisors</td>
<td>SU 500</td>
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<td>Tues., September 24</td>
<td>Core Roles and Responsibilities for Supervisors</td>
<td>SU 501</td>
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<tr>
<td>Tues., October 1</td>
<td>Supervisors</td>
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</tr>
<tr>
<td>Tues., October 8</td>
<td>Delegation and Situational Leadership for Supervisors</td>
<td>SU 503</td>
</tr>
<tr>
<td>Tues., October 15</td>
<td>Teams for Supervisors</td>
<td>SU 504</td>
</tr>
<tr>
<td>Tues., October 22</td>
<td>Practical Application of Supervisory Skills</td>
<td>SU 505</td>
</tr>
</tbody>
</table>

**Key to Classroom Locations**
(https://www.utsa.edu/visit)

<table>
<thead>
<tr>
<th>AET</th>
<th>Applied Engineering &amp; Technology Bldg. (Main)</th>
<th>FS</th>
<th>Frio Street Bldg. (Downtown)</th>
<th>MNT</th>
<th>Monterey Bldg. (Downtown)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB</td>
<td>Business Bldg. (Main)</td>
<td>FLN</td>
<td>Flawn Science Bldg. (Main)</td>
<td>MS</td>
<td>Multidisciplinary Studies Bldg. (Main)</td>
</tr>
<tr>
<td>BOS</td>
<td>Bosque Street Bldg. (Main)</td>
<td>GSR</td>
<td>Graduate School &amp; Research (Main)</td>
<td>NPB</td>
<td>North Paseo Bldg. (Main)</td>
</tr>
<tr>
<td>BSA</td>
<td>Business Service Annex (West Campus)</td>
<td>HSU</td>
<td>H-E-B Student Union (Main)</td>
<td>RWC</td>
<td>Recreation Wellness Center (Main)</td>
</tr>
<tr>
<td>BSB</td>
<td>Biosciences Bldg. (Main)</td>
<td>ITC</td>
<td>Institute of Texan Cultures (Downtown)</td>
<td>SFB</td>
<td>Support Services Facility (West Campus by BSA)</td>
</tr>
<tr>
<td>BSE</td>
<td>Biotechnology Sciences &amp; Engineering Bldg. (Main)</td>
<td>JPL</td>
<td>John Peace Library (Main)</td>
<td>SFE</td>
<td>Support Services Facility (West Campus by CRW)</td>
</tr>
<tr>
<td>BV</td>
<td>Buena Vista Bldg. (Downtown)</td>
<td>MB</td>
<td>Main Bldg. (Main)</td>
<td>SU</td>
<td>Student Union (Main)</td>
</tr>
<tr>
<td>DB</td>
<td>Durango Bldg. (Downtown)</td>
<td>MH</td>
<td>McKinney Humanities Bldg. (Main)</td>
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<td></td>
</tr>
</tbody>
</table>

Persons needing a reasonable accommodation, please contact Training and Development at (210) 458–4658 one week prior to your scheduled training.

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**ONLINE COURSES**

Online Courses

All online courses offered through UTSA MyTraining Online are displayed on pages 17-19 in the order of appearance.

Access online training at:
https://mytraining.utsa.edu/online/

Online Training information

- Full time and part time faculty/staff and student workers can access UTSA My Training Online.
- Students and Volunteers will not be able to log in because the system does not house student records.
- Students can access Lab Safety Training using Blackboard Learn.
- Athletics employees complete Sexual Assault Part 2 using Blackboard.
- Challenges with an online course? Need troubleshooting? Submit a ticket here: https://utsa.kayako.com/conversation/new/7
- Ensure Adobe is allowed on your computer before attempting an online course.
- Online certificates must be printed at the time of course completion. Printing at a later time is not possible.
- eForms is now online! Check out PS0322
ACKNOWLEDGEMENTS

COMPLIANCE
RG0101 CHILD PROTECTION TRAINING
RG0102 TITLE IX - "CLOSED COURSE, CALL EXT. 4658"
SCT100 STANDARDS OF CONDUCT TRAINING 2018-2019

OTHER
RG0103 HIPPA HITECH PRIVACY FOR COVERED ENTITIES
WC12013 WORKERS’ COMPENSATION INSURANCE PROVIDER NETWORK NOTIFICATION ACKNOWLEDGEMENT 2013 - "CLOSED COURSE, CALL EXT. 4658"

ADMINISTRATIVE

ADMINISTRATIVE
AM0676 INVENTORY REFRESHER (ICP’s ONLY)
AM0586 ENDOWMENT COMPLIANCE REFRESHER
AM0537 PROCARD COMPLIANCE REFRESHER
AM0587 FACILITIES ISERVICE DESK
AM0677 STARS BENEFITS ELIGIBLE HIRING PROCESS
AM0678 STARS NON-BENEFITS ELIGIBLE HIRING PROCESS
AM0679 STARS NON-TENURE TRACK HIRING PROCESS

FACULTY/STAFF DEVELOPMENT

RECORDS VERIFICATION
SD0428 RED FLAG RULES

EMERGENCY PREPARATION
EP0502 CAMPUS SECURITY AUTHORITY TRAINING (CSA)
EP0457 EMERGENCY PREPAREDNESS
EP0499 CAMPUS CARRY: WHAT YOU NEED TO KNOW

processes
SU0257 AFFIRMATIVE ACTION FOR HIRING MANAGERS & SUPERVISORS
SU0372 UTSA CAMPUS RECREATION NEW STUDENT STAFF ORIENTATION
SU0591 ADA ACCOMMODATIONS FOR SUPERVISORS

COMPUTER TRAINING

SIS-SECURITY ACCOUNT REQUEST
CT0927 SIS-SECURITY ACCOUNT REQUEST FERPA COMPLIANCE
CT0923 BANNER GENERAL NAVIGATION TRAINING
CT0926 BANNER REGISTRATION QUERY

LABORATORY TRAINING

LABORATORY TRAINING
SA0483r RESEARCHER BIOLOGICAL SAFETY & BLOODBORNE PATHOGENS REFRESHER
SA0401 HAZARDOUS WASTE GENERATOR TRAINING
SA0433 RADIATION SAFETY
SA0443.01 HAZARD COMMUNICATIONS & LABORATORY SAFETY
SA0465 LASER SAFETY TRAINING
SA0483 RESEARCHER BIOLOGICAL SAFETY & BLOODBORNE PATHOGENS
SA0488 HAZARD COMMUNICATION & THE ARTS
SA0494 X-RAY SAFETY

GENERAL SAFETY

GENERAL SAFETY
SA0456r NON-RESEARCHER BLOODBORNE PATHOGENS ANNUAL REFRESHER
SA0400 UNIVERSAL WASTE
SA0456 NON-RESEARCHER BLOODBORNE PATHOGENS
SA0472 OFFICE ERGONOMICS
SA0505 DEFENSIVE DRIVING AWARENESS
SA0542 WORKERS’ COMPENSATION INSURANCE
UTSHARE

TIME & ABSENCE RPT. EXEMPT EMPLOYEES-PAPER
INTERIM PROCESS

TIME & ABSENCE RPT. NON-EXEMPT EMPLOYEES-PAPER
INTERIM PROCESS

TIME & ABSENCE RPT. EXEMPT EMPLOYEES-SHAREPOINT
INTERIM PROCESS

TIME & ABSENCE RPT. NON-EXEMPT EMPLOYEES-SHAREPOINT
INTERIM PROCESS

EXEMPTION TIME REPORTING FOR A&P EMPLOYEES

EMPLOYEE SELF SERVICE

INTRODUCTION TO THE CHART OF ACCOUNTS

APPROVAL WORKFLOW PROCESS:NON- PURCHASE ORDER
 VOUCHERS

TRAVEL AUTHORIZATION WORKFLOW

EXPENSE REPORT WORKFLOW

E-FORMS TRAINING ONLINE

UTSA Training & Development

Our Mission:

* We are dedicated to the advancement of UTSA through innovative and
effective learning programs and organizational development for faculty, staff
and students.

* Our programming includes in-person and online trainings, specialized
workshops, retreats, team building and facilitation.

* Our commitment is to serve as a foundation and catalyst for growth and
continuous improvement of the UTSA community.

Our Services:

* HR Training & Development’s professional staff, together with over 130
Subject Matter Experts (SMEs) on campus, provide hundreds of in-person
and online trainings every year.

* Training subjects include: Leadership, Supervisory, Customer Service, Health
and Wellness, Computer, Communication, Interpersonal Skills, Business
Processes, Compliance and more!

* We also design and deliver specialized workshops to departments and teams
on campus.

* New process? Rapid change? Time for strategic planning or a staff retreat?
Our team can assess your team’s needs and build a specialized training
program for you.

Contact Information:

210-458-4658
www.training.utsa.edu
Email: training@utsa.edu
Physical location: North Paseo Building NPB 4.170
Monday through Friday 8:00-5:00